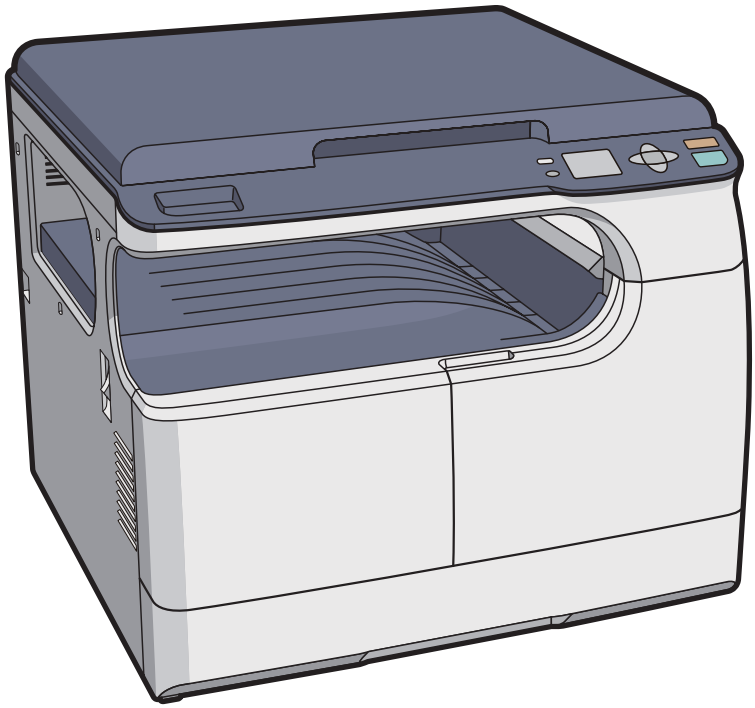
TOSHIBA
Leading Innovation

MULTIFUNCTIONAL DIGITAL SYSTEMS

User's Guide

e-STUDIO18



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Preface

■ How to read this manual

Thank you for purchasing the TOSHIBA multifunctional digital systems.
We have provided you with this manual for the operation of this equipment.

This manual describes the following:

- How to use this equipment
- How to inspect and carry out maintenance on this equipment
- How to remedy problems of this equipment

Be sure to read this manual before using this equipment. Keep this manual handy and retain it for future reference.

❑ Symbols in this manual

To ensure correct and safe use of this equipment, this manual describes safety precautions according to the three levels shown below.
You should fully understand the meaning and importance of these items before reading this manual.

⚠ WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.
⚠ CAUTION	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.
Note	Indicates information to which you should pay attention when operating the equipment.

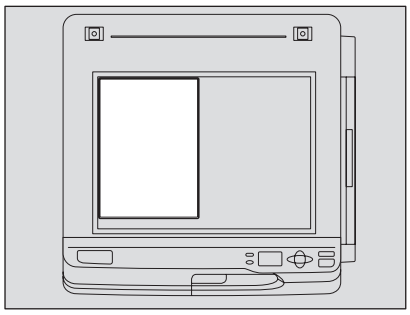
Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

Tip	Describes handy information that is useful to know when operating the equipment.
🕮	Pages describing items related to what you are currently doing. See these pages as required.

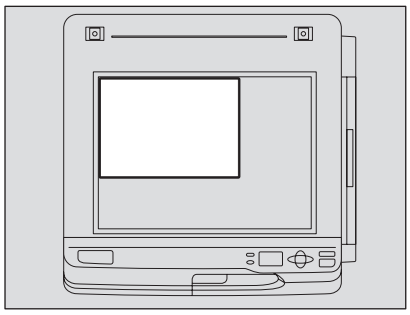
❑ Description of original/paper direction

Paper or originals of A4 or B5/LT size can be placed either in a portrait direction or in a landscape direction. In this manual, “-R” is added to this paper size when this size of paper or original is placed in a landscape direction.

e.g.) A4/LT size original on the original glass



Placed in a portrait direction: A4/LT



Placed in a landscape direction: A4-R/LT-R

Paper or originals of A3 or B4/LD or LG size can only be placed in a landscape direction, therefore “-R” is not added to these sizes.

❑ Screens

- In this manual, the screens and the operation procedures in Windows are described for Windows 7.
  The details on the screens may differ depending on how the equipment is used, such as the status of the installed options, the OS version and the applications.
- The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

❑ Trademarks

- The official name of Windows XP is Microsoft Windows XP Operating System.
- The official name of Windows Vista is Microsoft Windows Vista Operating System.
- The official name of Windows 7 is Microsoft Windows 7 Operating System.
- The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.
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■ Lineup of our manuals

These manuals are provided for the operation of the e-STUDIO18. Select and read the manual best suited to your needs. This manual is the ***User's Guide***.

Safety Information (Printouts)

This manual describes the necessary precautions for use. For your added security, be sure to read this manual first.

User's Guide (PDF file, This Manual)

This manual describes the preparation for using the e-STUDIO18 and how to use the functions such as copying, printing, and scanning. It also describes safety precautions to ensure correct and safe use of this equipment. For your added security, be sure to read this booklet first.

Quick Guide (Printouts)

This manual describes general precautions, preparation, basic operation, and troubleshooting of the equipment.

❑ To read manuals in the PDF file format

This manual in the PDF (Portable Document Format) can be displayed/printed using Adobe Reader or Adobe Acrobat Reader. If neither is installed in your computer, download one of them. This can be done via the website of Adobe Systems Incorporated.

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TOSHIBA TEC Corporation, 2-17-2, Higashigotanda, Shinagawa-ku, Tokyo, 141-8664, Japan.

After a suitable place has been selected for the installation of the e-STUDIO18, please do not change it. Avoid excessive heat, dust, vibration and direct sunlight. Also, provide proper ventilation as the copier emits a small amount of ozone.

For the U.S.A. only

FCC NOTICE
This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

WARNING
Changes or modification made to this equipment, not expressly approved by TOSHIBA TEC or parties authorized by TOSHIBA TEC, could void the user's authority to operate the equipment.

User Safety
This TOSHIBA multifunctional digital systems does not produce laser radiation hazardous to the user. It is certified as a Class 1 laser product under the U.S Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control Health and Safety Act of 1968 including amendments.
Protective housing and external covers completely confine the laser beam light emitted inside the multifunctional digital systems. The laser beam cannot escape from the machine during any phase of user operation.
Regulations implemented on August 2, 1976 by the Bureau of Radiological Health (BRH) of the U.S Food and Drug Administration apply to laser products manufactured from August 1,1976. Laser products marketed in the United States must comply with these regulations.

CAUTION
Using controls or adjustments or performing procedures, other than those specified herein may result in hazardous radiation exposure.

For the U.S.A. and Canada

Regulatory Information
TOSHIBA is dedicated to preserving the environment by sponsoring Call2Recycle, a program of the Rechargeable Battery Recycling Corporation. For more information and for drop-off locations, visit www.rbrc.org or call 1-800-822-8837.
Notice regarding CR coin cell batteries, applicable to California, U.S.A. only: Perchlorate Material - special handling may apply.
See http://www.dtsc.ca.gov/hazardouswaste/perchlorate/

The unit is classified as Class 1 Laser Product according to IEC60825-1:1993, IEC60825-1:2007 including amendments.
The unit uses laser diode of output Max. 5 mW, wave length 770 - 795 nm, continuous pulse.

Caution:
Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

For Canada only

This Class A digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

Except the U.S.A. and Canada

The unit is classified as Class 1 Laser Product according to IEC60825-1:1993, IEC60825-1:2007 including amendments.
The unit uses laser diode of output Max. 5 mW, wave length 770 - 795 nm, continuous pulse.

Caution:
Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Warning:
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

For the EU only

Working environment
From EMC (Electromagnetic Compatibility) point of view, the operation of this product is being restricted in following environments:

- Medical Environments: This product is not certified as a medical product according to the Medical Product Directive 93/42/EEC.
- Domestic environments (e.g. a private living room with TV / Radio sets in the nearby surrounding area) because this is a so called EMC class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures!

Any consequences resulting from the use of this product in restricted working environments are not the responsibility of TOSHIBA TEC.
The consequences of the use of this product in restricted working environments may be an electromagnetic interference with other devices or machines in the nearby surrounding area. This can result into malfunction including data loss / data error pertaining to this product or the other devices / machines involved in the electromagnetic interference.
Furthermore, for general safety reasons, the use of this product in environments with explosive atmospheres is not permitted.

CE compliance
This product is labelled with the CE mark in accordance with the provisions of the applicable European Directives, notably the Low Voltage Directive 2006/95/EC, the Electromagnetic Compatibility Directive 2004/108/EC for this product and the electric accessories, the Radio Equipment and Telecommunications Terminal Equipment Directive 1999/5/EC for the telecommunication accessories.
CE marking is the responsibility of TOSHIBA TEC GERMANY IMAGING SYSTEMS GmbH, Carl-Schurz-Str. 7, 41460 Neuss, Germany, phone +49-(0)-2131-1245-0.
For a copy of the related CE Declaration of Conformity, please contact your dealer or TOSHIBA TEC.

Warning:
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Following information is for EU-member states only:

This product is marked according to the requirement in EU-Directive 2002/96/EC.
(Directive on Waste electrical and electronic equipment - WEEE)

The use of the symbol indicates that this product may not be disposed as unsorted municipal waste and has to be collected separately.
By ensuring this product is disposed of correctly, you will help prevent potential negative consequences for the environment and human health, which could otherwise be caused by inappropriate waste handling of this product.
For more detailed information about the take-back and recycling of this product please contact your supplier where you purchased the product.

Following information is for EU-member states only:

Disposal of batteries and/or accumulators
(based on EU-Directive 2006/66/EC,
Directive on batteries and accumulators and waste batteries and accumulators)

By ensuring that batteries and/or accumulators are disposed of correctly, you will help prevent potential negative consequences for the environmental and human health, which could otherwise be caused by inappropriate waste handling of this product.
For more detailed information about the take-back and recycling of batteries and/or accumulators, please contact your supplier where you purchased this product.

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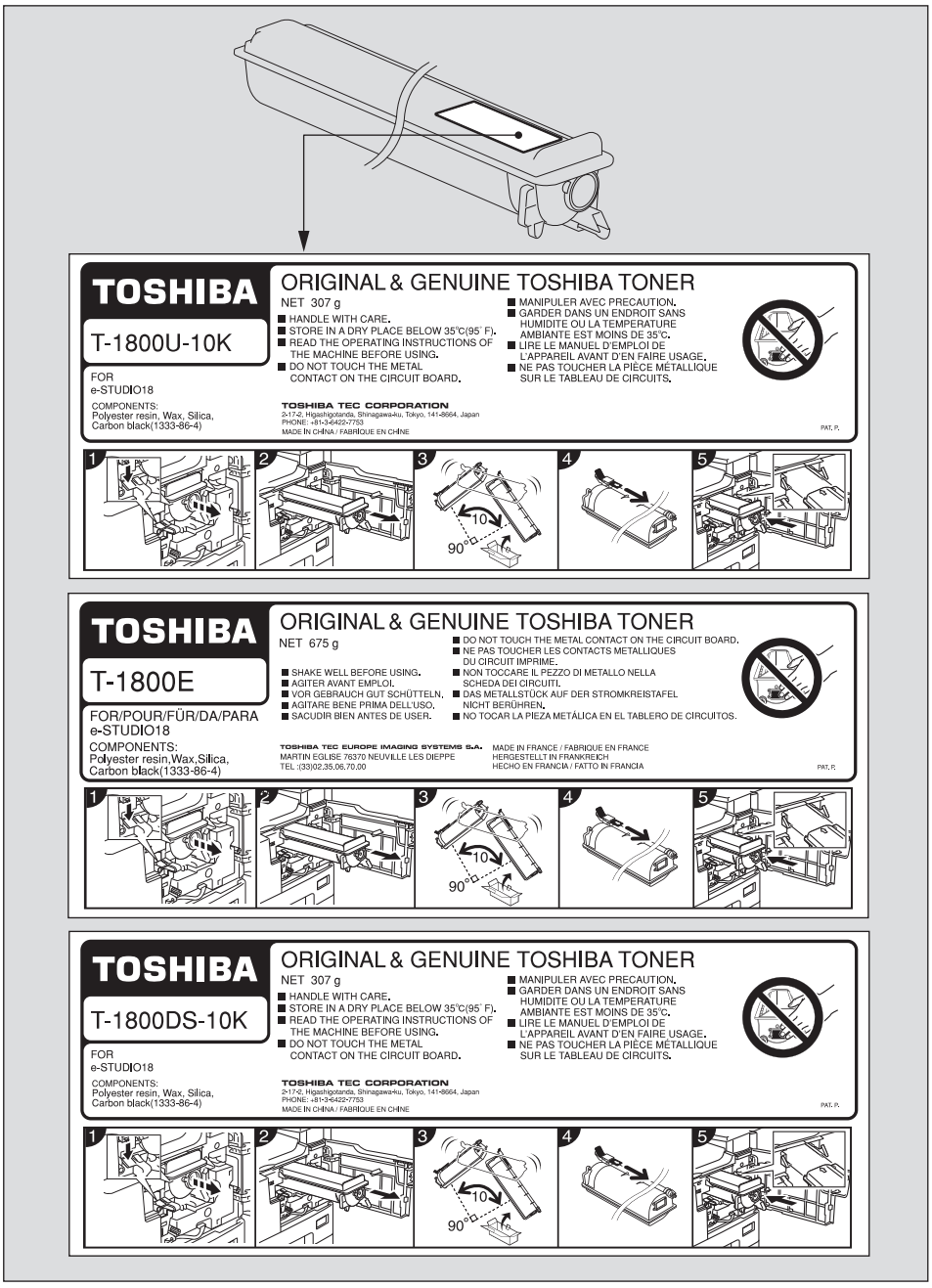
■ Recommended toner cartridges

To assure optimal printing performance, we recommend that you use only genuine TOSHIBA toner cartridges.


TOSHIBA
T-1800U-10K
ORIGINAL & GENUINE TOSHIBA TONER
NET 307 g
HANDLE WITH CARE.
STORE IN A DRY PLACE BELOW 35°C(95° F).
READ THE OPERATING INSTRUCTIONS OF THE MACHINE BEFORE USING.
DO NOT TOUCH THE METAL CONTACT ON THE CIRCUIT BOARD.
MANIPULER AVEC PRECAUTION.
GARDER DANS UN ENDROIT SANS HUMIDITE OU LA TEMPERATURE AMBIANTE EST MOINS DE 35°C.
LIRE LE MANUEL D'EMPLOI DE L'APPAREIL AVANT D'EN FAIRE USAGE.
NE PAS TOUCHER LA PIÈCE MÉTALLIQUE SUR LE TABLEAU DE CIRCUITS.
FOR
e-STUDIO18
COMPONENTS:
Polyester resin, Wax, Silica, Carbon black(1333-86-4)
TOSHIBA TEC CORPORATION
2-17-2, Higashigotanda, Shinagawa-ku, Tokyo, 141-8664, Japan
PHONE: +81-3-6422-7753
MADE IN CHINA / FABRIQUE EN CHINE
PAT. P.
1
2
3
10
90
4
5
TOSHIBA
T-1800E
ORIGINAL & GENUINE TOSHIBA TONER
NET 675 g
DO NOT TOUCH THE METAL CONTACT ON THE CIRCUIT BOARD.
NE PAS TOUCHER LES CONTACTS METALLIQUES DU CIRCUIT IMPRIME.
SHAKE WELL BEFORE USING.
AGITER AVANT EMPLOI.
VOR GEBRAUCH GUT SCHÜTTELN.
AGITARE BENE PRIMA DELL'USO.
SACUDIR BIEN ANTES DE USER.
NON TOCCARE IL PEZZO DI METALLO NELLA SCHEDA DEI CIRCUITI.
DAS METALLSTÜCK AUF DER STROMKREISTAFEL NICHT BERÜHREN.
NO TOCAR LA PIEZA METÁLICA EN EL TABLERO DE CIRCUITOS.
FOR/POUR/FÜR/DA/PARA
e-STUDIO18
COMPONENTS:
Polyester resin,Wax,Silica, Carbon black(1333-86-4)
TOSHIBA TEC EUROPE IMAGING SYSTEMS S.A.
MARTIN EGLISE 76370 NEUVILLE LES DIEPPE
TEL :(33)02.35.06.70.00
MADE IN FRANCE / FABRIQUE EN FRANCE
HERGESTELLT IN FRANKREICH
HECHO EN FRANCIA / FATTO IN FRANCIA
PAT. P.
1
2
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90
4
5
TOSHIBA
T-1800DS-10K
ORIGINAL & GENUINE TOSHIBA TONER
NET 307 g
HANDLE WITH CARE.
STORE IN A DRY PLACE BELOW 35°C(95° F).
READ THE OPERATING INSTRUCTIONS OF THE MACHINE BEFORE USING.
DO NOT TOUCH THE METAL CONTACT ON THE CIRCUIT BOARD.
MANIPULER AVEC PRECAUTION.
GARDER DANS UN ENDROIT SANS HUMIDITE OU LA TEMPERATURE AMBIANTE EST MOINS DE 35°C.
LIRE LE MANUEL D'EMPLOI DE L'APPAREIL AVANT D'EN FAIRE USAGE.
NE PAS TOUCHER LA PIÈCE MÉTALLIQUE SUR LE TABLEAU DE CIRCUITS.
FOR
e-STUDIO18
COMPONENTS:
Polyester resin, Wax, Silica, Carbon black(1333-86-4)
TOSHIBA TEC CORPORATION
2-17-2, Higashigotanda, Shinagawa-ku, Tokyo, 141-8664, Japan
PHONE: +81-3-6422-7753
MADE IN CHINA / FABRIQUE EN CHINE
PAT. P.
1
2
3
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90
4
5

If you use a TOSHIBA-recommended toner cartridge, you can utilize the following three functions of this equipment:

Cartridge detecting function:

This function checks if the toner cartridge is correctly installed and notifies you if it is not.

Toner remaining check function:

This function notifies you when there is little toner remaining in the cartridge, as well as notifying it to your authorized service representative automatically by the remote service.

Image quality optimization function:

This function controls image quality according to the characteristics of the toner to be used and enables you to print images of an optimal quality.

If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. Therefore, even if the toner cartridge is correctly installed, the error message “Toner not recognized” appears on the LCD screen and printing may not be performed. You may also not be able to utilize the image quality optimization function, the toner remaining check function and the remote service function notifying your authorized service representative automatically.
If you are using a toner cartridge other than the one we recommend, toner is not recognized. If this is a problem for you, please contact your service representative. Remember you will not be able to utilize the Toner remaining check function and Image quality optimization function as we mentioned.

■ Supplies/Parts

Dependability

Genuine TOSHIBA supplies are subjected to the strictest of inspections so that every supply you receive will perform at optimal levels.

High Productivity

Genuine TOSHIBA supplies are created to meet the demands of our competitive world and provide high-speed reliable copies when you need them.

Stable Image Quality

Genuine TOSHIBA supplies are designed to provide consistently stable image output.

Copier Friendly Supplies

Genuine TOSHIBA supplies are designed to help to keep the equipment and all its parts in trouble-free working order. Reduction of machine wear is due to TOSHIBA’s intimate knowledge of the equipment’s characteristics ensuring the highest standard of care.

Perfectly Suited Supplies

From the beginning TOSHIBA supplies and machines were made for each other. Whenever TOSHIBA designs a new machine, it also designs a new toner that is made just for that machine. By using genuine TOSHIBA supplies with TOSHIBA equipment, you are guaranteed optimum performance.

■ Toner

Optimum Image Quality

TOSHIBA toner is manufactured using ultra-fine quality materials under precisely controlled conditions to ensure that your TOSHIBA equipment will continually generate sharp high-quality images.

Cost Advantage

Genuine TOSHIBA toner provides value. Only the proper amount of toner is used during the reproduction process, thereby enabling the machine to continue to operate until all the toner has been used. In this way you get the full value from each cartridge used.

Environmental Harmony

Genuine TOSHIBA toner is manufactured with the environment in mind. We use embossed or plastic labels for our toner cartridges making them fully recyclable. In addition, dust and ozone levels have been reduced to improve the working environment.

User Friendly

Before approving our toners for sale, we test them to be sure that they pass the strictest of health standards. This takes all the worry out of handling the toner.

■ General

Service and Support Benefits

TOSHIBA’s Service technicians are certified to keep your equipment performing at optimum levels. To ensure continuous image quality, utilize an authorized TOSHIBA Service provider to care for and perform periodical maintenance on your equipment.

■ When installing or moving

❑ Warning

For the U.S.A. and Canada

This equipment requires 120 V 7.8 A, 60 Hz electric power.

For the EU

This equipment requires 220 to 240 V AC, 3.7 A 50-60 Hz electric power.

Except the U.S.A., Canada and the EU

This equipment requires 220 to 240 V AC, 3.7 A 50-60 Hz electric power. For Saudi Arabia 100 V version, it requires 127 V AC, 7.8 A 50-60 Hz electric power.

- Do not use a power supply with a voltage other than that specified.
  Avoid multiple connections in the same outlet. This could cause a fire or give you an electric shock. If you are considering increasing the number of outlets, contact an electrician.
- Always connect this equipment to an outlet with a ground connection to avoid the danger of fire or electric shock in case of short-circuiting. Contact your service representative for the details. Be sure to use a 3-conductor, grounded wall outlet.
  In areas, where a 2-pin plug is used, the equipment must be grounded for safety. Never ground it to a gas pipe, a water pipe, or any other object not suitable for grounding.
- Plug the power cable securely into the outlet. If it is not plugged in properly, it could heat up and cause a fire or give you an electric shock.
- Do not damage, break or attempt to repair the power cable.
  The following things should not be done to the power cable.
  - Twisting it
  - Bending it
  - Pulling it
  - Placing anything on it
  - Making it hot
  - Situating it near radiators or other heat sources

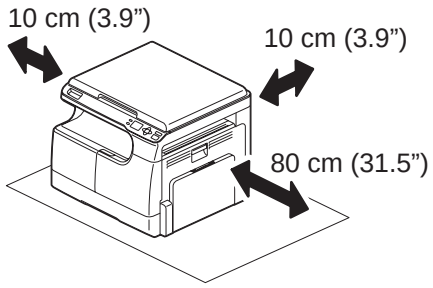
  This could cause a fire or give you an electric shock. If the power cable is damaged, contact your service representative.
- Do not install the equipment by yourself or try to move it once it has been installed. This could result in an injury or damage to the device. Contact your service representative if the equipment needs to be installed or moved.
- Pull the plug out from the outlet more than once a year to clean around the prongs. Accumulating dust and dirt could cause a fire due to the heat released by electric leakage.

❑ Caution

- Avoid placing the equipment in a place unsuitable for its weight and also make sure the surface is level.
  Remember that if the equipment falls over, serious injuries could result.
  Weight of the equipment: approx. 30 kg (66.1 lb.) (for the EU and China), approx. 29 kg (63.9 lb.) (for North America and Other)
- Be sure to use the adjusters (safety stopper) to fix the equipment firmly to the floor after moving/installing it. Make certain that the equipment is steady. If it moves, it could fall over and injure someone.
- When removing the plug from the outlet, do not pull the power cable. Always hold the plug when removing it from the outlet. If the power cable is pulled, the wires may become broken and this could cause a fire or give you an electric shock.
- Make sure that the ventilation holes are not blocked up.
  If the temperature within the equipment becomes too high, a fire could result.
- When connecting the interface cable to the equipment, be sure to turn the power OFF. If the power is not turned off, you could get an electric shock.

❑ Other points

- The socket outlet shall be installed near the equipment and shall be easily accessible.
- Make sure that there is enough space around the system to facilitate changing of parts, maintenance and clearing paper jams.
  If there is insufficient space, some operations, such as bypass feeding, will become difficult and the equipment could even break down.
  To insure optimal operation, allow clearances of at least 80 cm (31.5”) on the right, and 10 cm (3.9”) on the left and behind.



- Be sure to fix the power cable securely so that no one trips over it.
- Adverse environmental conditions may affect the safe operation and performance of the equipment, and the equipment could break down.
  - Avoid locations near windows or with exposure to direct sunlight.
  - Avoid locations with drastic temperature fluctuations.
  - Avoid too much dust.
  - Avoid locations that suffer from vibration.
- Make sure that the air is able to flow freely and that there is sufficient ventilation.
  With inadequate ventilation, the unpleasant odor released by the ozone will begin to dominate the atmosphere.
- Lock the casters to fix the Desk.
  The Desk (optional) has casters underneath. Before moving the Desk, raise the caster lock to release it. After moving the Desk, be sure to lower the lock to fix it in place.

⚠ **WARNING**

Do not install the equipment by yourself or try to move it once it has been installed.
This could result in an injury or damage to the device. Contact your service representative if the equipment needs to be installed or moved.

■ When using the equipment

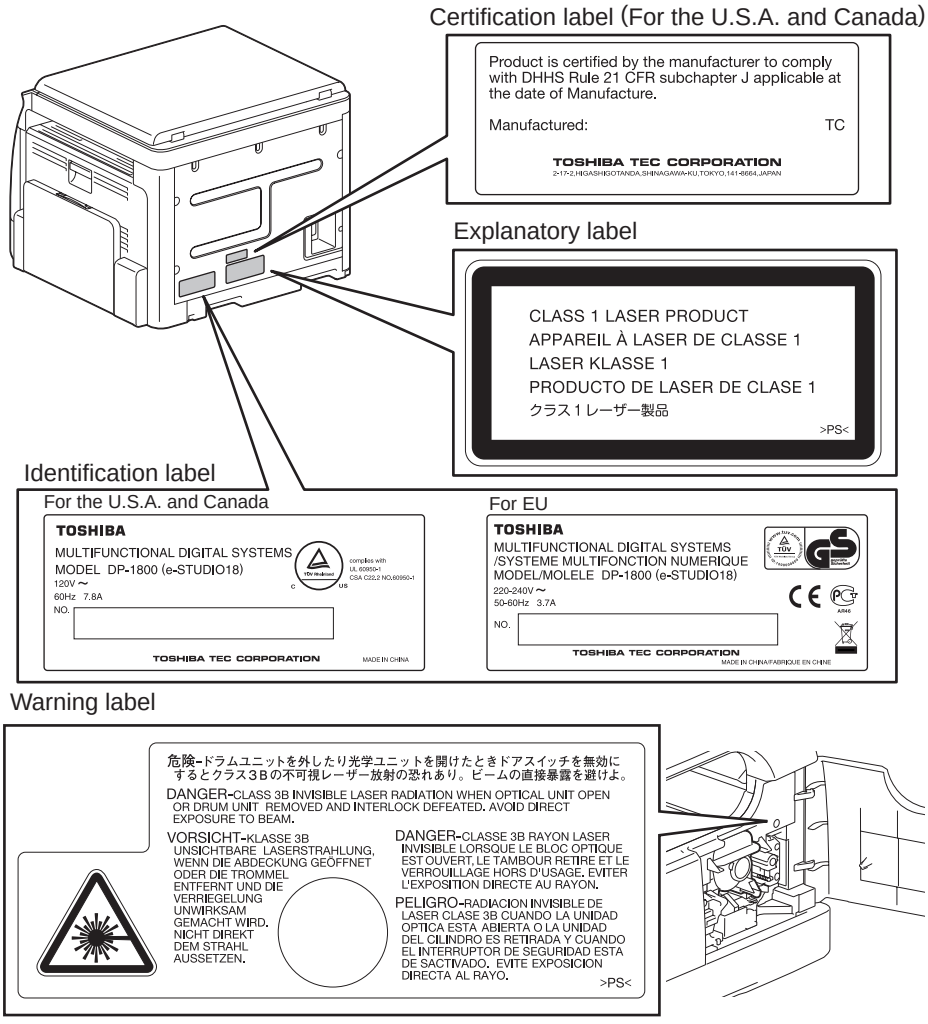
❑ Warning

- Do not take off the cover of the equipment; otherwise you could be injured or get an electric shock.
- Do not remove or connect the plug with wet hands, as this could give you an electric shock.
- Do not place any container with liquid (flower vases, coffee cups, etc.) on or near the equipment. This could cause a fire or give you an electric shock.
- Keep paper clips and staples away from the air vent. If not, a fire could result or you could get an electric shock.
- If the equipment becomes excessively hot, smoke comes out of it or there is an odd smell or noise, proceed as follows. Turn the power OFF and remove the plug from the outlet, then contact your service representative.
- If the equipment will not be used for more than one month, remove the plug from the outlet for safety purposes during that time.
  If an insulation failure occurs, this could cause a fire or give you an electric shock.

❑ Caution

- Do not place heavy objects (4 kg/9 lb. or more) on the original glass and do not press on it with force. Breaking the glass could cause personal injury.
- Do not place heavy objects (4 kg/9 lb. or more) on the equipment. If the objects fall off, this could cause injury.
- Be careful not to catch your fingers in the drawer when closing it. This could injure you.
- Do not touch the fuser unit or the metal area around it. Since they are very hot, you could be burned or the shock could cause you to get your hand injured in the machine.
- Be careful not to catch your fingers between the equipment and the side cover. This could injure you.

❑ Position of Certification label, etc.


Certification label (For the U.S.A. and Canada)
Product is certified by the manufacturer to comply with DHHS Rule 21 CFR subchapter J applicable at the date of Manufacture.
Manufactured: TC
TOSHIBA TEC CORPORATION
2-17-2,HIGASHIGOTANDA,SHINAGAWA-KU,TOKYO,141-8664,JAPAN
Explanatory label
CLASS 1 LASER PRODUCT
APPAREIL À LASER DE CLASSE 1
LASER KLASSE 1
PRODUCTO DE LASER DE CLASE 1
クラス1レーザー製品
>PS<
Identification label
For the U.S.A. and Canada
TOSHIBA
MULTIFUNCTIONAL DIGITAL SYSTEMS
MODEL DP-1800 (e-STUDIO18)
120V ~
60Hz 7.8A
NO.
TOSHIBA TEC CORPORATION
MADE IN CHINA
For EU
TOSHIBA
MULTIFUNCTIONAL DIGITAL SYSTEMS
/SYSTEME MULTIFONCTION NUMERIQUE
MODEL/MOLELE DP-1800 (e-STUDIO18)
220-240V ~
50-60Hz 3.7A
NO.
TOSHIBA TEC CORPORATION
MADE IN CHINA/FABRIQUE EN CHINE
Warning label
危険-ドラムユニットを外したり光学ユニットを開けたときドアスイッチを無効にするとクラス3Bの不可視レーザー放射の恐れあり。ビームの直接暴露を避けよ。
DANGER-CLASS 3B INVISIBLE LASER RADIATION WHEN OPTICAL UNIT OPEN OR DRUM UNIT REMOVED AND INTERLOCK DEFEATED. AVOID DIRECT EXPOSURE TO BEAM.
VORSICHT-KLASSE 3B UNSICHTBARE LASERSTRAHLUNG, WENN DIE ABDECKUNG GEÖFFNET ODER DIE TROMMEL ENTFERNT UND DIE VERRIEGELUNG UNWIRKSAM GEMACHT WIRD. NICHT DIREKT DEM STRAHL AUSSETZEN.
DANGER-CLASSE 3B RAYON LASER INVISIBLE LORSQUE LE BLOC OPTIQUE EST OUVERT, LE TAMBOUR RETIRE ET LE VERROUILLAGE HORS D'USAGE. EVITER L'EXPOSITION DIRECTE AU RAYON.
PELIGRO-RADIACION INVISIBLE DE LASER CLASE 3B CUANDO LA UNIDAD OPTICA ESTA ABIERTA O LA UNIDAD DEL CILINDRO ES RETIRADA Y CUANDO EL INTERRUPTOR DE SEGURIDAD ESTA DE SACTIVADO. EVITE EXPOSICION DIRECTA AL RAYO.
>PS<
Warning for high-temperature areas (ventilation holes)
Warning for high-temperature areas (fuser unit)

❑ Other points

- Do not turn the power OFF with jammed paper left inside the equipment. This could cause malfunctions when the main switch is turned ON next time.
- Be sure to turn the power OFF when leaving the office or if there is a power failure.
- Be careful because the paper exit area and paper just after exiting are hot.
- Do not place anything other than paper on the receiving tray. This could disturb a normal operation and cause malfunctions.
- Do not touch the photoconductive drum surface or the transfer charger. This could cause image problems.
- Do not open/close the covers and the bypass tray, or pull out the drawers during printing.

■ During maintenance or inspection

❑ Warning

- Never attempt to repair, disassemble or modify the equipment by yourself. You could cause a fire or get an electric shock.
  Always contact your service representative for maintenance or repair of the internal parts of the equipment.
- Do not let liquids such as water and oil get into the system when cleaning the floor. This could cause a fire and give you an electric shock.

❑ Caution

- Always keep the plug and outlet clean. Prevent them from accumulating dust and dirt. This could cause a fire and give you an electric shock due to the heat released by electric leakage.

❑ Other points

- Do not use such solvents as thinner or alcohol when cleaning the surface of the equipment.
  - This could warp the shape of the surface or leave it discolored.
  - When using a chemical cleaning pad to clean it, pay attention to any cautionary points.

■ When handling supplies

❑ Warning

- Never attempt to incinerate toner cartridges. This could cause an explosion. Do not dispose of used toner cartridges. Contact your service representative.

❑ Other points

- Read this manual carefully to replace the toner cartridge using the correct procedure. An improper procedure could cause toner leakage or scattering.
- Do not open the toner cartridge forcibly. This could cause toner leakage or scattering.
- Keep the toner cartridge out of the reach of children.
- If toner is spilt on your clothes, wash it off with cold water. Your clothes will be stained with toner and it will not come out if you use warm water.
- If toner leaks from the toner cartridge, be careful not to inhale or touch it.

First-aid measures
If you inhale or touch toner, etc; carry out the following treatment.
- Inhalation: Remove from exposure area to fresh air immediately. Contact a physician if there is any difficulty in breathing or other signs of distress.
- Skin Contact: Wash with soap and water. Wash clothing before reuse. If irritation occurs or is persistent, seek medical attention.
- Eye Contact: Immediately flush eyes with plenty of water for at least 15 minutes. If irritation persists, call a physician.
- Ingestion: Dilute stomach contents with several glasses of water.

Environmental Information

■ ENERGY STAR® Program

Toshiba Tec Corporation, as a member of the ENERGY STAR Program, attaches the ENERGY STAR logo to all products which meet the ENERGY STAR Program requirements.

The ENERGY STAR Program aims at the promotion of the development and wider usage of office equipment including energy-efficient computers in order to address environmental issues such as global warming. Manufacturers that participate in this program can attach the ENERGY STAR logo to products after confirming that they meet the energy saving standards of this program. Also, these standards and logo are commonly used within the U.S. Environmental Protection Agency (EPA) and participating countries.
Specified products, sales countries or regions may not be included.
To distinguish whether or not the product meets the ENERGY STAR Program requirements, check if the corresponding logo is on the product.
If you have any questions, contact your service representative.

■ Energy saving features

Energy saving features are provided in this product in order to reduce power consumption when it is not being used.

Low power mode

The equipment automatically enters this mode when a specified period of time*1 has passed since the last use. “SAVING ENERGY” appears on the LCD screen.

Sleep mode

The equipment automatically enters this mode when a specified period of time*1 has passed since the last use.*2 In the sleep mode, the LCD screen disappears and only the Alert lamp is lit.

*1 The time until entering the low power mode and sleep mode can be changed.
🕮 P.130 “Setting the timers for auto clearance and energy-saving”
*2 For the conditions needed to cancel the sleep mode, see the following page:
🕮 P.27 “Canceling conditions for energy saving mode”

1

PREPARATION

This chapter describes what you need to know before using this equipment, such as how to turn the power on, how to load paper, how to register the paper size and type, and how to install the printer and scanner drivers.

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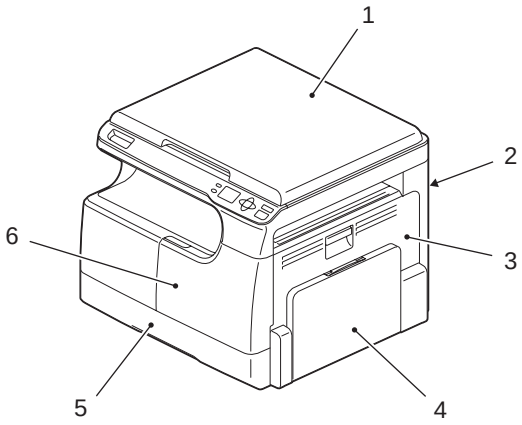
Description of Each Component

■ Front/Right side



1. **Platen cover**
   Place an original on the original glass and start copying or scanning with this cover closed.

2. **Operator's Manual Pocket (Back side) (optional, KK-1660)**
   Keep the manual in this pocket.

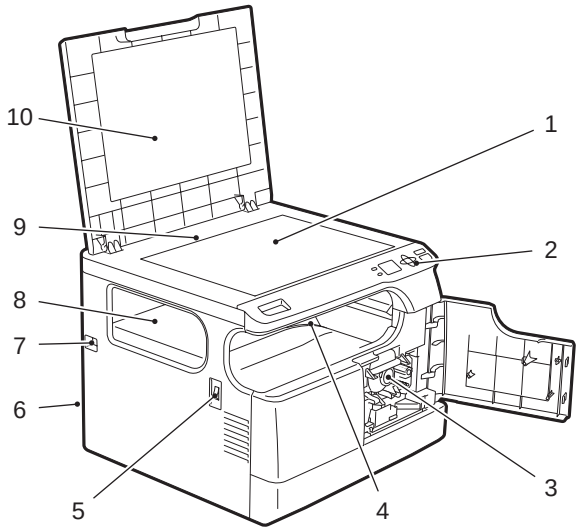
3. **Side cover**

4. **Bypass tray**
   Use this to copy or print on special media types such as thick paper, overhead transparencies or tracing paper.
   📖 P.33 "Loading paper on the bypass tray"
   📖 P.35 "Loading an envelope on the bypass tray"

5. **Drawer**
   Maximum 250 sheets of plain paper can be loaded in one go.
   📖 P.31 "Loading paper in the drawer"

6. **Front cover**
   Open this cover when you replace the toner cartridge.
   📖 P.146 "Replacing Toner Cartridge"

■ Left side/Inner side



1. **Original glass**
   Use this to copy or scan three-dimensional originals, book-type originals and special paper such as overhead transparencies or tracing paper, as well as plain paper.

2. **Control panel**
   Use this to perform copying, key in the copy quantity, or set other functions.
   📖 P.24 “Control panel”

3. **Toner cartridge**
   📖 P.13 “Recommended toner cartridges”
   📖 P.146 “Replacing Toner Cartridge”

4. **Exit support tray**
   This tray aligns the printed paper.
   📖 P.152 “Installation and Removal of the Exit Support Tray”

5. **Power switch**
   Turn the power of the equipment ON or OFF with this.
   📖 P.27 “Preparation 1 - Turning Power ON”

6. **AC-IN terminal**
   Use this to connect the co-packed power cable and the equipment.

7. **USB terminal (4-pin)**
   With this terminal, the equipment can be connected to your PC using a commercially available USB cable.

   Notes

   - Use a USB2.0 Hi-Speed certified cable: USB cable supporting the USB2.0 Hi-Speed mode (480 Mbps of transfer speed) certified by the USB Implementers Forum.
   - Connect the equipment with a PC directly by the USB cable. When it is connected with a PC via a USB hub, the equipment may not be recognized.

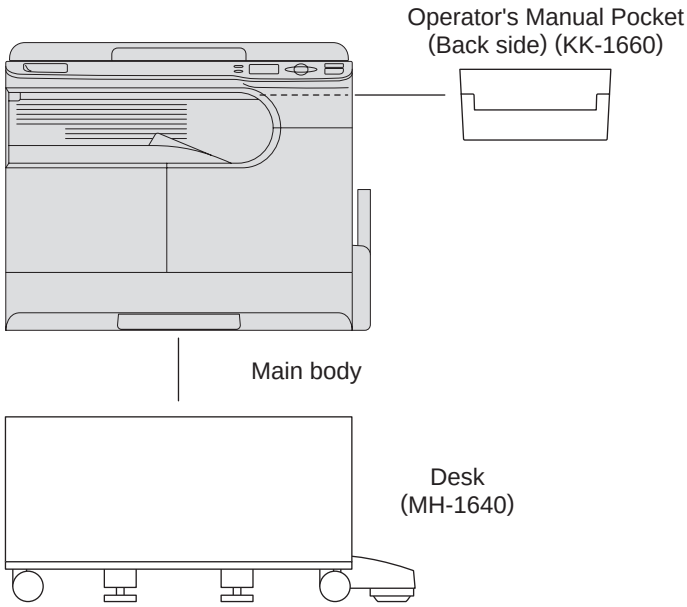
8. **Receiving tray**

9. **Original scale**
   Use this to check the size of an original placed on the original glass.

10. **Platen sheet**
    📖 P.158 “Regular Cleaning”

■ Configuration of options

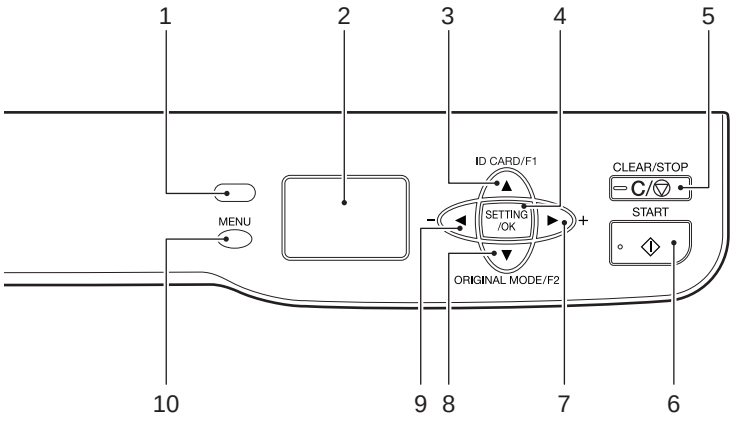
The options listed below are available. Contact your service technician or service representative for the details.



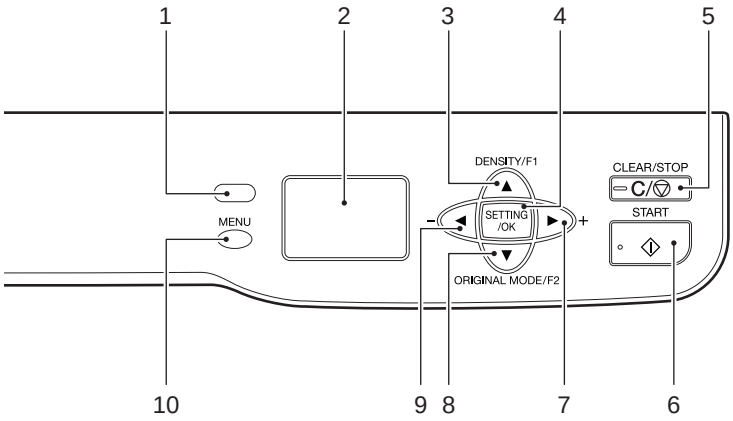
■ Control panel

The function and indication of the ▲ button vary from region to region. Unless otherwise specified, this manual uses an illustration of the control panel for the regions other than Europe.

For the regions other than Europe



For Europe



1. **Alert lamp**
   This lamp blinks or lights in case of an error.
   📖 P.140 “When This Message Appears”

2. **LCD screen**
   Use this LCD screen to check each menu and error messages.
   📖 P.26 “Basic screen”

3. **▲ button**
   Press this button once on the basic screen to show the “ID CARD” screen for the regions other than Europe or the “DENSITY” screen for Europe. Keep pressing it for a second on the basic screen to show the “FUNCTION1” screen (Default: “DENSITY” for the regions other than Europe or “ID CARD” for Europe). The available functions vary from region to region: for more information, see the following reference pages. Press it on the menu screens other than the basic screen to move to the upper item.
   📖 P.63 “Using the “ID CARD” or “DENSITY” function quickly”
   📖 P.65 “Using the “F1” or “F2” function quickly”

4. **[SETTING/OK] button**
   Press this button on the basic screen to enter the basic setting menu. Press it on the menu screens other than the basic screen to make the selected item active.

5. **[CLEAR/STOP] button**
   Press this button once on the basic screen to stop copying or return the number of copies to “1”. Keep pressing it for a second to cancel the setting. Press it on the menu screens other than the basic screen to return to the basic screen without saving the settings.

6. **[START] button**
   Press this button to start copying. For the basic copy operation, see the following page.
   📖 P.52 “Basic Copy Procedure”

7. **► button**
   Press this button once on the basic screen to increase the number of copies by one. Keep pressing it for a second on the basic screen to increase the number of copies by ten. Press it on the menu screens other than the basic screen to move to the right item or increase the setting.

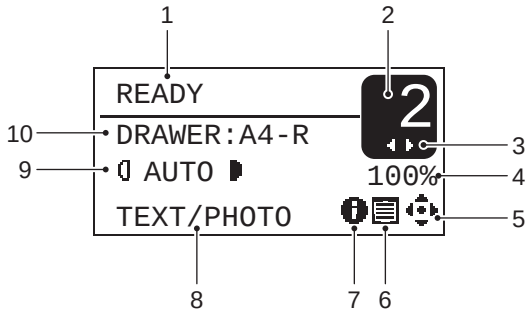
8. **▼ button**
   Press this button once on the basic screen to show the “ORIGINAL MODE” screen. Keep pressing it for a second on the basic screen to show the “FUNCTION2” (Default: “ZOOM”) screen. Press it on the menu screens other than the basic screen to move to the lower item.
   📖 P.64 “Selecting “ORIGINAL MODE” quickly”
   📖 P.65 “Using the “F1” or “F2” function quickly”

9. ◀ button
Press this button once on the basic screen to decrease the number of copies by one. Keep pressing it for a second on the basic screen to decrease the number of copies by ten. Press it on the menu screens other than the basic screen to move to the left item or decrease the setting.

10. [MENU] button
Press this button to enter the “MENU” mode.
📖 P.66 “Advanced Copy Functions”
📖 P.122 “Menu Function”

■ Basic screen

After the power of the equipment is turned ON and the warm-up is finished, the screen below appears on the LCD screen. This screen is called “basic screen”.



1. Message
This area displays the current status of this equipment or error messages.

2. Copy quantity
This area displays the number of copies.

3. Set the number of copies
This icon shows that you can press the ▶ or ◀ button to increase or decrease the number of copies.

4. Reproduction ratio
This area displays the reproduction or zoom ratio to copy.

5. Cursor icon
This icon displays the ▶, ◀, ▼, and ▲ buttons that you can press on the current screen or menu.

6. Setting icon
This icon appears when you have set the functions and settings.

7. Information icon
This icon appears in case of an error.

8. Original mode
This area displays the mode to copy the original.

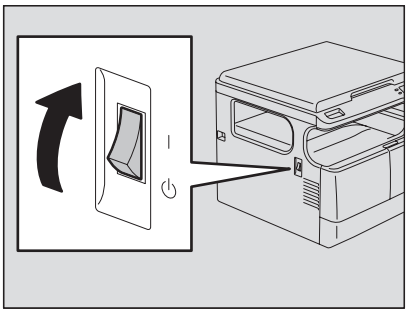
9. Density
This area displays the copy density.

10. Paper size
This area displays the paper size specified for the drawer or the bypass tray.

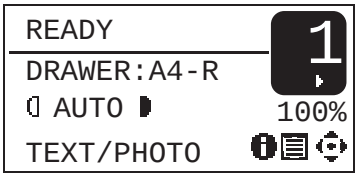
Preparation 1 - Turning Power ON

■ Turning power ON

1 Press the power switch to " | " (ON) side.



The equipment starts warming itself up. The warm-up time takes approx. 25 seconds. When the warm-up has finished, the Alert lamp is turned off and the equipment is ready for copying.



Tip

If you press the [START] button with an original placed while the warm-up is still continuing, copying automatically starts after it has finished. This is called auto job start. When the job is reserved, "WARMING UP" appears on the LCD screen to show you the current status.
However, this function cannot be accessed while "Please wait" is being displayed (approx. 15 seconds).

❑ Turning power OFF

Press the power switch to "⏻" (OFF) side.

■ Saving energy when not in use - Energy saving mode -

To reduce power consumption, the equipment automatically enters into the energy saving mode when a specified period of time has passed since its last use. You can also switch the equipment into this mode manually.

❑ Types of energy saving mode

There are two types of the energy saving mode as follows.
Low power mode: "SAVING ENERGY" appears on the LCD screen.
Sleep mode: The LCD screen disappears and only the Alert lamp is lit.

Tip

The timers for "AUTO LOW POWER" and "AUTO SLEEP" have been set respectively to 5 minutes and 1 minute as the factory default settings. You can change them in the "MENU" mode.
🕮 P.130 "Setting the timers for auto clearance and energy-saving"

❑ To turn the equipment into the Energy saving mode manually

You can operate in the "MENU" mode to make the equipment sleep manually. For the operation, see the page below.
🕮 P.135 "Entering the sleep mode"

Canceling conditions for energy saving mode

The energy saving mode is canceled under the following conditions. After the warm-up has been completed, the equipment goes into the ready status.

Low power mode/Sleep mode

- When any of the buttons on the control panel is pressed
- When printing is performed from a PC connected with this equipment

Preparation 2 - Loading Paper

Load an appropriate type of paper in the drawer or bypass tray.

■ Acceptable media types

Acceptable media types differ depending on its paper source. See the table below for the details.

Feeder	Media type	Paper size	Maximum sheet capacity *1
Drawer of the equipment	Plain paper (64 - 80 g/m^2, 17 - 20 lb. Bond)	A/B format: A3, A4, A4-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, COMP, 13"LG*4 K format: 8K, 16K, 16K-R	250 sheets (80 g/m^2, 20 lb. Bond)
Bypass tray	Plain paper (64 - 80 g/m^2, 17 - 20 lb. Bond)*2	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG*4 K format: 8K, 16K, 16K-R	100 sheets (80 g/m^2, 20 lb. Bond)
	THICK PAPER 1 (81 - 105 g/m^2, 21 - 28 lb. Bond)		1 sheet (81 - 105 g/m^2, 21 - 28 lb. Bond)
	THICK PAPER 2 (106 - 163 g/m^2, 29 lb. Bond - 90 lb. Index)		1 sheet (106 - 163 g/m^2, 29 lb. Bond - 90 lb. Index)
	Tracing paper (75 g/m^2, 20 lb. Bond)		1 sheet
	Sticker labels		1 sheet
	Transparencies*3	A4/LT only	1 sheet
	Envelope	DL (110 mm x 220 mm), COM10 (4 1/8" x 9 1/2"), Monarch (3 7/8" x 7 1/2"), CHO-3 (120 mm x 235 mm), YOU-4 (105 mm x 235 mm)	1 sheet

*1 "Maximum sheet capacity" refers to the maximum number of sheets when TOSHIBA-recommended paper is used. See the following page for the TOSHIBA-recommended paper:
P.30 "Recommended paper"

*2 The paper of 50 to 63 g/m^2 (13 to 16 lb. Bond) can be used if it is set on the bypass tray one by one.

*3 Be sure to use the overhead transparencies that TOSHIBA recommends. When transparencies other than the TOSHIBA-recommended ones are used, this could cause an equipment malfunction.

*4 13"LG size paper can be used only in equipment for the EU and North America.

Notes

- You cannot mix various paper sizes in one drawer.
- "LT format" is the standard size for only use in North America.
- "K format" is a Chinese standard size.

Tip

Abbreviations for LT format sizes:
LT: Letter, LD: Ledger, LG: Legal, ST: Statement, COMP: Computer

■ Recommended paper

To ensure the best copy performance, TOSHIBA recommends the paper types listed below. If you want to use paper other than that we recommend, contact your service technician.

Media type	Product name	
Plain paper	A/B format: TGIS Paper/Mondi LT format: TIDAL/Hammermill	80 g/m^2, 20 lb. Bond
THICK PAPER 1	A/B format: Color Copy/Mondi LT format: Laser/Hammermill	90 g/m^2, 24 lb. Bond
	A/B format: Color Copy/Mondi	100 g/m^2
THICK PAPER 2	A/B format: Color Copy/Mondi LT format: Laser/Hammermill	120 g/m^2, 32 lb. Bond
	A/B format: Color Copy/Mondi LT format: Exact Index/WAUSAU	160 g/m^2, 90 lb. Index
Tracing paper	Tracing paper / Ostrich International	75 g/m^2, 20 lb. Bond
Sticker labels	A/B format: 3478/ZWECH-AVERY LT format: 5165/AVERY	
Transparencies *1	A/B format: PP2500/3M LT format: X-10.0/Folex	

*1 Be sure to use the overhead transparencies that TOSHIBA recommends. When transparencies other than the TOSHIBA-recommended ones are used, this could cause an equipment malfunction.

❑ Paper types not acceptable

Do not use the types of paper listed below since they may cause paper jams.

- Damp paper
- Creased paper
- Wrinkled paper or paper prone to be curled
- Paper whose surface is extremely smooth or rough

Do not use the types of paper listed below since they may cause an equipment malfunction.

- Paper whose surface is specially treated
- Paper once printed with other copiers or printers

❑ Storing paper

Observe the following cautions when storing copy paper:

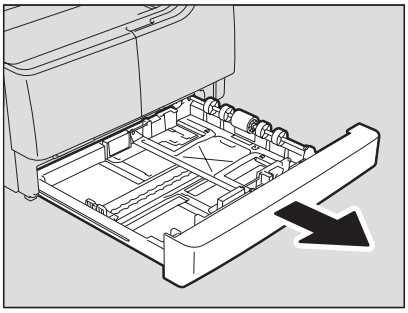
- Wrap copy paper in its wrapping paper to prevent it from gathering dust.
- Do not expose copy paper to direct sunlight.
- Store copy paper in a damp-free place.
- Store copy paper on a flat surface to prevent it from being creased or bent.

■ Loading paper in the drawer

Follow the procedure below to load paper in the drawer.
For the acceptable paper, see the following page:
📖 P.29 “Acceptable media types”

1 Turn the power of the equipment ON.

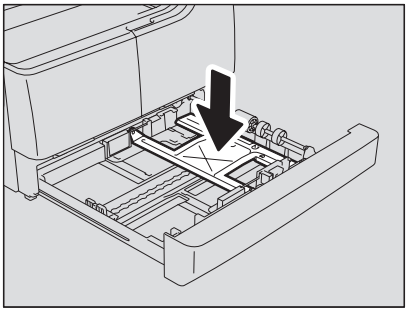
2 Pull out the drawer carefully.



Note

Pull out the drawer until it comes to a stop.

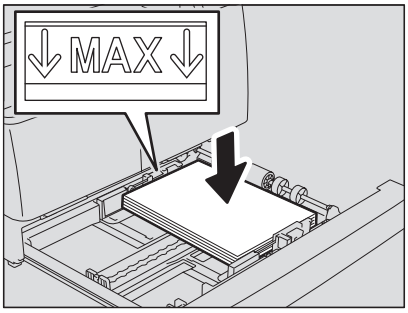
3 Press down the paper plate.



Note

Press it down until you hear a click sound and it is no longer lifted up.

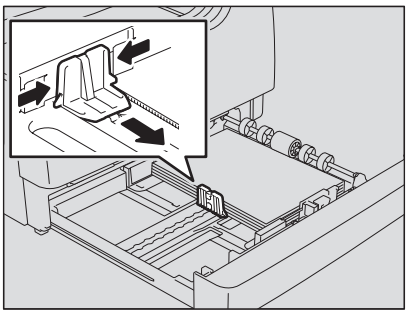
4 Load paper in the drawer.



Notes

- The maximum number of sheets that can be placed at one time is 250 (64 to 80 g/m^2, 17 - 20 lb. Bond). Be sure that the stack height of paper is not higher than the line indicated at the inner side of the side guide and trailing guide.
  P.29 “Acceptable media types”
- Fan the paper well before loading it in the drawer, otherwise multiple feeding could occur. Be careful that the paper does not cut your fingers.
- Load the paper face up. You may tell its “face” by the note on its wrapping paper.

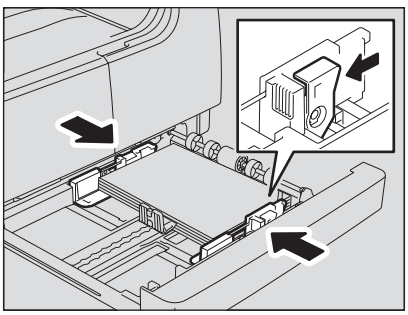
5 Move the end guide to the trailing edge of the paper while pushing its lower part in the direction of the arrows.



Note

Widen the gap with both hands.

6 While holding the green lever of the front side guide, adjust the side guides to the paper size.

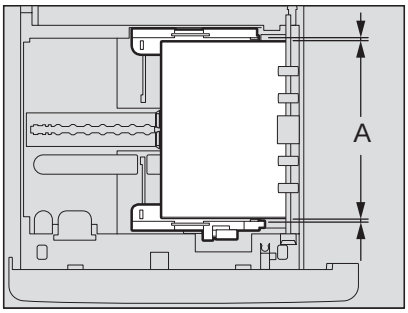


Tip

Adjust the side guides with both hands.

7 Adjust the side guides to the desired paper size.

Be sure that a gap of approx. 0.5 mm/0.02” (less than 1.0 mm/0.04” in total) is left between the paper and each side guide (shown as “A” in the picture). If the gap is inappropriate, this could cause a paper misfeed.



8 Push the drawer straight into the equipment slowly until it comes to a stop.

⚠ CAUTION

Do not catch your fingers in the drawer when closing it.
This could cause injury.

Register the paper size into the equipment.
When you load paper in the drawer, register the size of the paper into the equipment. Be sure to register it correctly, or it could cause a paper jam.
For the registration, see the following page:
🕮 P.38 “Registering the size of paper loaded in the drawer”

Note

Be sure to register the paper size when you have changed it in the drawer, as well as when you load paper in the drawer for the first time.

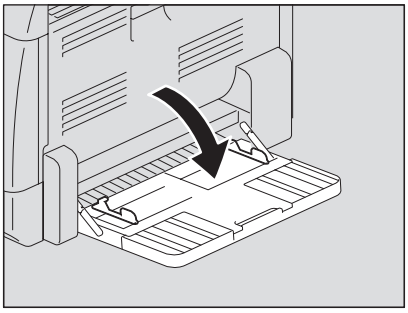
Tip

The “DRAWER SET POP-UP” function is useful when you often replace paper in the drawer. The registration menu for the paper size can be displayed automatically whenever the drawer is closed. As a default, this function is on for North America and off for other regions.
🕮 P.130 “Setting the pop-up message for changing paper in the drawer”

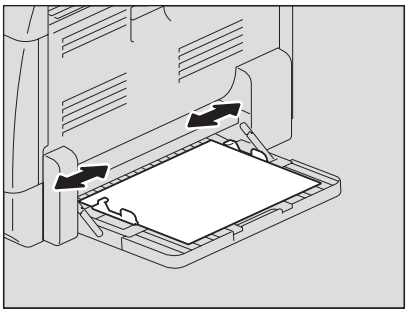
■ Loading paper on the bypass tray

Follow the procedure below to load paper on the bypass tray: the figure below illustrates loading A4/LT size paper.
For the acceptable paper, see the following page:
🕮 P.29 “Acceptable media types”

1 Open the bypass tray.



2 Load paper face down and straight on the bypass tray and then align the side guides to the paper edges.

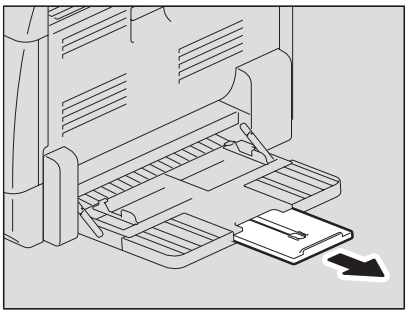


Notes

- Up to 100 sheets of plain paper (64 - 80 g/m^2, 17 - 20 lb. Bond) can be set. In this case, make sure that the height of the paper stack does not exceed the indicators of the side guides. If paper other than plain is used, set it one sheet at a time.
- Fan the stack of paper well before loading it on the bypass tray.
- Do not push the paper forcibly into the entrance of the bypass feeder. This could cause a paper misfeed.

Tip

When you use paper longer than the bypass tray size, pull out the paper holder from the tray.



Register the paper size and type into the equipment.
When you load paper on the bypass tray, register the size and type of the paper into the equipment. Be sure register them correctly, or they could cause a paper jam.
For the registration, see the following page:
📖 P.39 “Registering the size and type of paper loaded on the bypass tray”

Note

Be sure to register the paper size and type when you have changed the paper size and type on the bypass tray, as well as when you load paper on the bypass tray for the first time.

■ Loading an envelope on the bypass tray

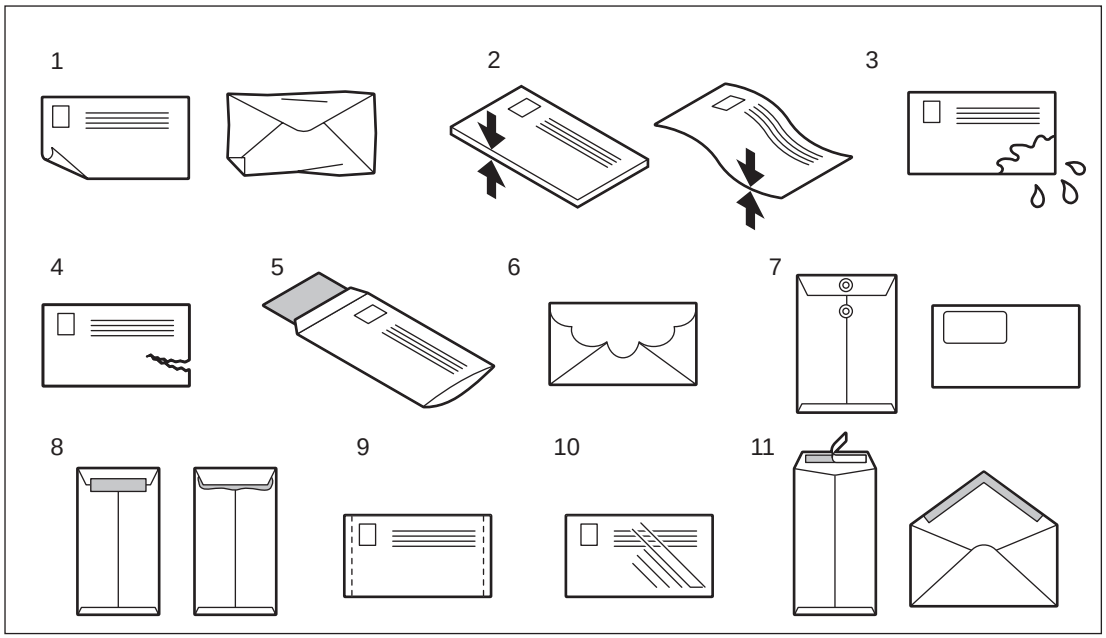
Note

The acceptable envelope sizes are as follows:
DL (110 mm x 220 mm), COM10 (4 1/8” x 9 1/2”), Monarch (3 7/8” x 7 1/2”), CHO-3 (120 mm x 235 mm), YOU-4 (105 mm x 235 mm)

Notes for using envelopes

Do not use the following envelopes as they may cause paper jamming or damage to the equipment.

1. Badly curled, wrinkled or folded envelopes
2. Extremely thick or thin envelopes
3. Wet or damp envelopes
4. Torn envelopes
5. Envelopes which include the contents
6. Non-standard size envelopes (ones with a special shape)
7. Envelopes with eyelets or windows
8. Envelopes sealed with adhesive paste or tape
9. Partly-opened or perforated envelopes
10. Envelopes with special coating on the surface
11. Envelopes with glue or double-sided adhesive tape

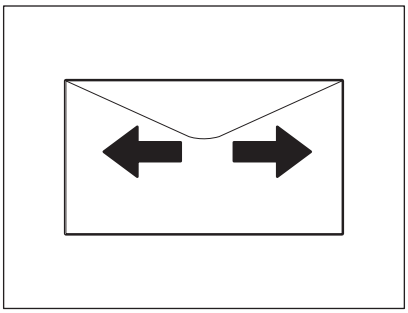


Note

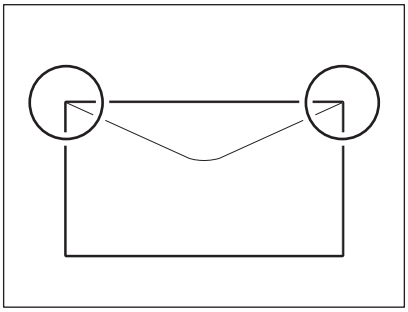
Store envelopes at room temperature and away from heat and moisture.

1 Place an envelope on a flat clean surface and press it with your hands in the arrow directions as shown below to expel air from the inside.

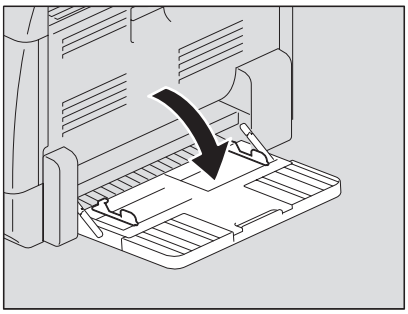
Press it well to prevent the flap from rolling upward.



Correct bent corners of the envelope.

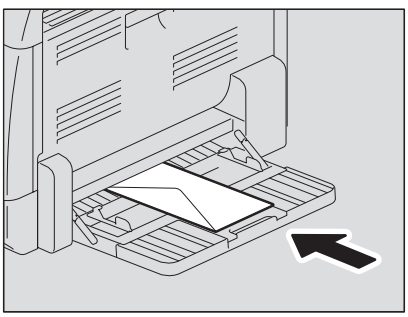


2 Open the bypass tray.



3 Load the envelope face down on the bypass tray.

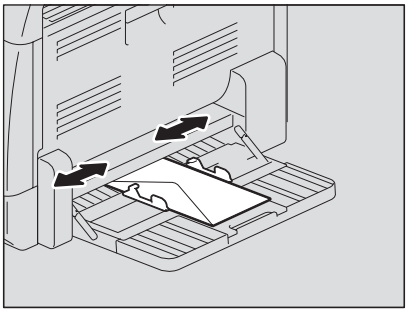
Place the envelope with its flap side at the front as shown below.



Note

Do not copy or print on the back of envelopes. This may cause a paper jam or soil them or the inside of the equipment.

4 Align the side guides to the edges of the envelope.



Register the paper size and type into the equipment.
When you load paper on the bypass tray, register the size and type of the paper into the equipment. Be sure register them correctly, or they could cause a paper jam.
For the registration, see the following page:
P.39 “Registering the size and type of paper loaded on the bypass tray”

Note

Be sure to register the paper size and type when you have changed the paper size and type on the bypass tray, as well as when you load paper on the bypass tray for the first time.

Preparation 3 - Registering Loaded Paper

When you load or change paper in the drawer and on the bypass tray, make sure of the paper size and type. Be sure to register them correctly in the equipment.
P.38 “Registering the size of paper loaded in the drawer”
P.39 “Registering the size and type of paper loaded on the bypass tray”

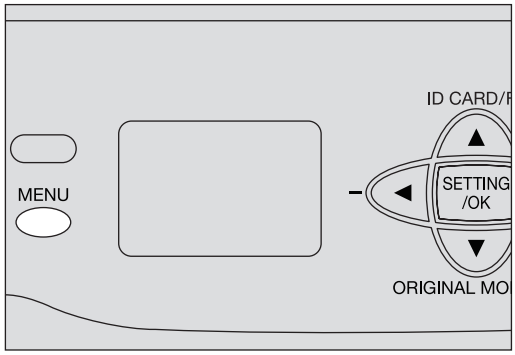
■ Registering the size of paper loaded in the drawer

Tip

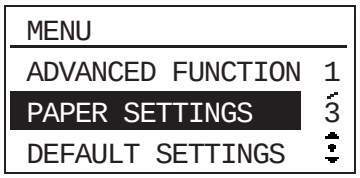
If the “DRAWER SET POP-UP” function is turned on, the pop-up message always appears on the LCD screen to prompt you to change the paper size every time you change paper in the drawer. This feature is useful when you often change paper in the drawer.
P.130 “Setting the pop-up message for changing paper in the drawer”

Follow the steps below to register the paper size, for example A4, for the drawer.

1 Press the [MENU] button to enter the “MENU” mode.

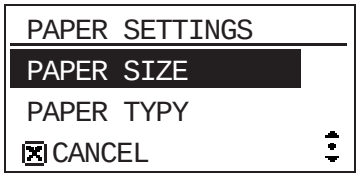


2 Press the ▼ or ▲ button to select “PAPER SETTINGS”.



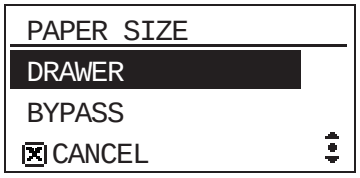
3 Press the [SETTING/OK] button.

4 Make sure that “PAPER SIZE” is selected.
If necessary, press the ▼ or ▲ button to select it.



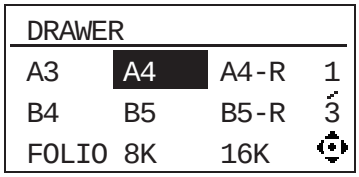
5 Press the [SETTING/OK] button.

6 Make sure that “DRAWER” is selected.
If necessary, press the ▼ or ▲ button to select it.



7 **Press the [SETTING/OK] button.**

8 **Press the ▼, ▲, ►, or ◄ button to select the size of paper you loaded in the drawer.**
The LCD screen below illustrates “A4” is selected.

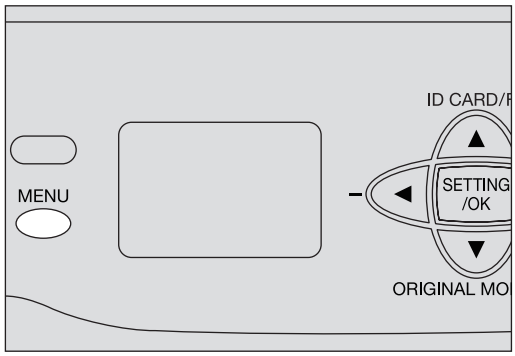


9 **Press the [SETTING/OK] button to exit from the menu.**
You are ready to use the selected paper size.

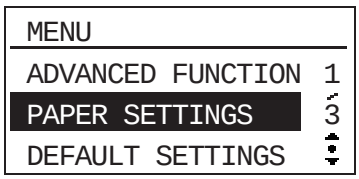
■ Registering the size and type of paper loaded on the bypass tray

Follow the steps below to register the paper size and type, for example A3 and thick paper (81 - 105 g/m^2, 21 - 28 lb. Bond), for the bypass tray.

1 **Press the [MENU] button to enter the “MENU” mode.**

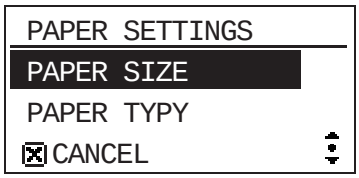


2 **Press the ▼ or ▲ button to select “PAPER SETTINGS”.**



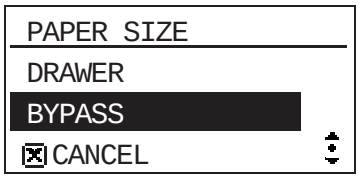
3 **Press the [SETTING/OK] button.**

4 **Make sure that “PAPER SIZE” is selected.**
If necessary, press the ▼ or ▲ button to select it.



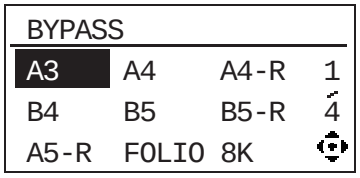
5 **Press the [SETTING/OK] button.**

6 **Press the ▼ or ▲ button to select “BYPASS”.**



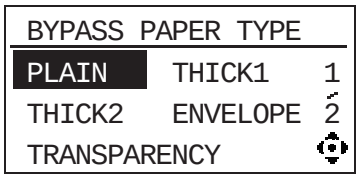
7 **Press the [SETTING/OK] button.**

8 **Press the ▼, ▲, ►, or ◄ button to select the size of paper you loaded on the bypass tray.**
The LCD screen below illustrates that “A3” is selected.



9 **Press the [SETTING/OK] button.**

10 **Press the ▼, ▲, ►, or ◄ button to select the type of paper you loaded on the bypass tray.**
The LCD screen below illustrates that “PLAIN” is selected.



11 **Press the [SETTING/OK] button to exit from the menu.**
You are ready to use the selected paper size and type.

Preparation 4 - Installing Printer and Scanner Drivers

This section describes the procedure to install the printer and scanner drivers. Printer and scanner drivers are software components that enable application programs to interact with the printer and scanner functions of this equipment.

■ System requirements

To install the printer and scanner drivers on a Windows computer, make sure of the following system requirements.

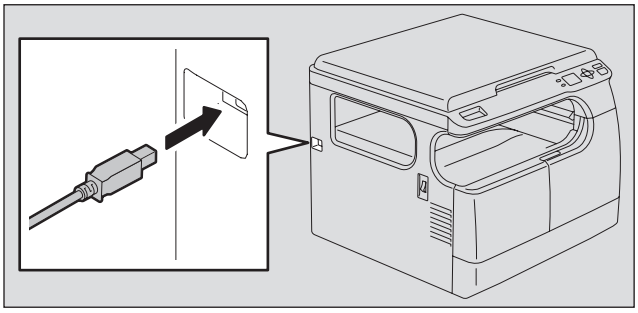
- **CPU**
  Pentium 200 MHz minimum (Pentium 4/1.6 GHz recommended)
- **Memory**
  128 MB minimum (256 MB recommended)
- **Interface**
  USB 2.0 (Hi-Speed)
- **OS**
  The required editions and service packs vary from OS to OS.
  - Windows XP, Service Pack 2 or later
  - Windows Vista, All Service Packs
  - Windows 7, All Service Packs
  - Windows Server 2003, Service Pack 1 or later
  - Windows Server 2003 R2, All Service Packs
  - Windows Server 2008, All Service Packs
  - Windows Server 2008 R2, All Service Packs

■ Connecting the equipment and the computer

Before you start to install the printer and scanner drivers, make sure that a USB cable is connected to the equipment and the computer. The figure below illustrates the connection to the equipment.

Note

Do not turn the power ON at this stage. The installer prompts you to turn it on during the installation: be sure to follow the instruction message.



■ Installing the drivers

Install the printer and scanner drivers with the installer or Windows Plug and Play function.

Notes

- Be sure to quit the resident software such as an antivirus program before you start installing the drivers.
- In Windows 7 or Windows Server 2008 R2, be sure to use the installer to install the drivers.
  📖 P.41 “Installing the drivers using the installer”

❑ Installing the drivers using the installer

Use the installer to install the printer and scanner drivers as follows.

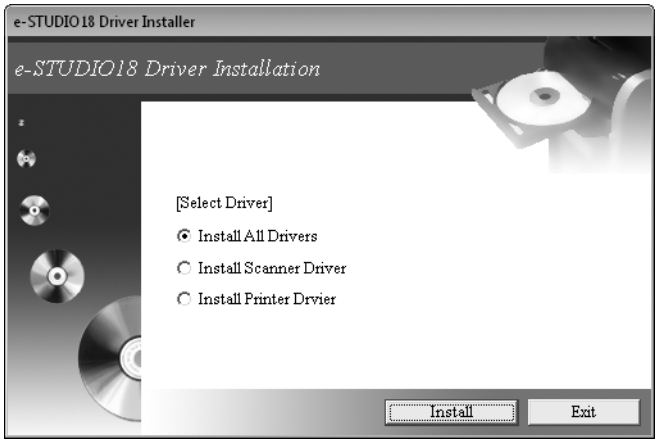
1 Make sure that the equipment is turned off.

2 Insert the CD-ROM in the CD-ROM drive of your PC.

- The installer automatically starts and opens the dialog box for the installation.
- If the installer does not start automatically, double-click “Setup.exe” in the CD-ROM.

3 **Maker sure that “Install All Drivers” is selected and then click [Install].**

Although you can select “Install Scanner Driver” or “Install Printer Driver” to install the drivers respectively, select “Install All Drivers” at this step to install them sequentially.

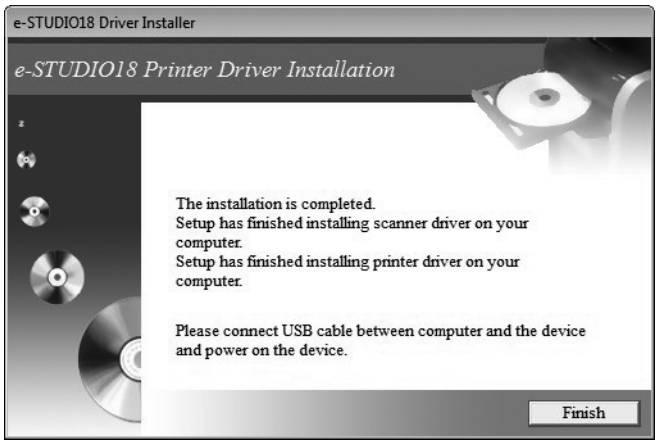


4 **Read the message and click [Install].**

The installer installs the scanner driver first and then the printer driver. Wait until the next message appears.

e-STUDIO18 Driver Installer
e-STUDIO18 Scanner Driver Installation
Welcome to the installer.
The installer will install scanner driver to your computer.
The installer will install printer driver to your computer.
To continue, click "Install".
Install
Exit

5 **Make sure of the connection between the equipment and the computer, turn on the equipment, and then click [Finish].**


e-STUDIO18 Driver Installer
e-STUDIO18 Printer Driver Installation
The installation is completed.
Setup has finished installing scanner driver on your computer.
Setup has finished installing printer driver on your computer.
Please connect USB cable between computer and the device and power on the device.
Finish

- When you use Windows 7, Windows Vista, Windows Server 2008, or Windows Server 2008 R2, skip to step 10.
- When you use Windows XP, Windows Server 2003, or Windows Server 2003 R2, continue to the next step. After you connect the equipment to your computer and turn it on, Windows will find new hardware and start the wizard. The wizard works twice to install the scanner and printer drivers.

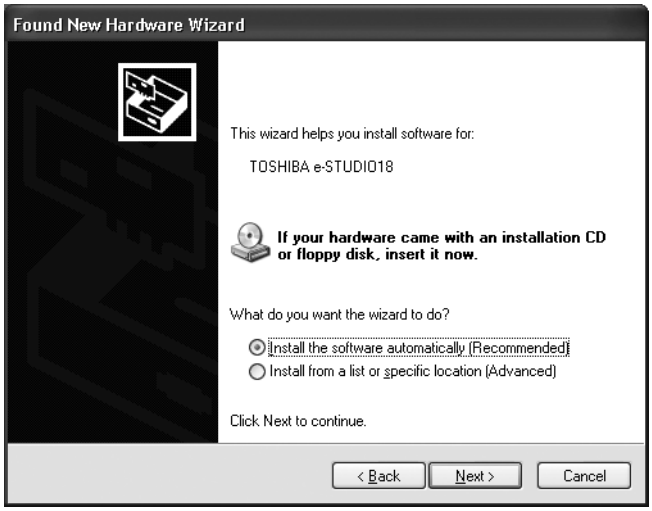
6 **Make sure that “No, not this time” is selected and click [Next].**

Windows automatically detects the equipment and starts the wizard for the succeeding installation.

Found New Hardware Wizard
Welcome to the Found New Hardware Wizard
Windows will search for current and updated software by looking on your computer, on the hardware installation CD, or on the Windows Update Web site (with your permission).
Read our privacy policy
Can Windows connect to Windows Update to search for software?
Yes, this time only
Yes, now and every time I connect a device
No, not this time
Click Next to continue.
< Back
Next >
Cancel

7 **Make sure that “Install the software automatically (Recommended)” is selected and click [Next].**

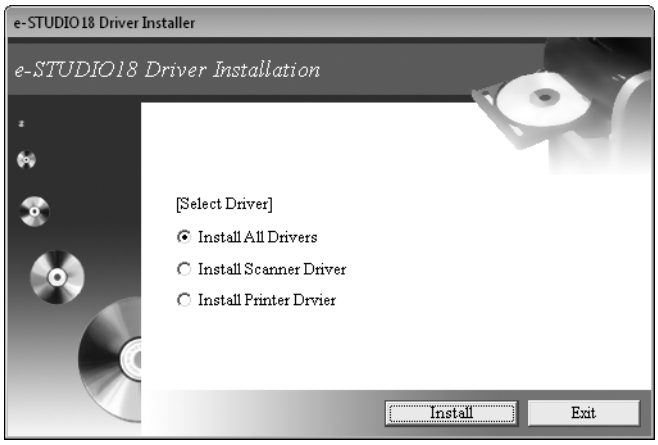
Wait while the wizard is searching and installing the software.


Found New Hardware Wizard
This wizard helps you install software for:
TOSHIBA e-STUDIO18
If your hardware came with an installation CD or floppy disk, insert it now.
What do you want the wizard to do?
Install the software automatically (Recommended)
Install from a list or specific location (Advanced)
Click Next to continue.
< Back
Next >
Cancel

8 **Click [Finish].**

9 **Repeat steps 6 to 8 to complete the wizard.**

10 **Click [Exit] to quit the installer.**



After you are finished with installing the drivers, you can remove the CD-ROM from the drive.

11 **Restart Windows.**

You are ready to print and scan documents.

P.83 “PRINT FUNCTIONS”
P.113 “SCAN FUNCTIONS”

❑ Installing the drivers using Plug and Play

The printer and scanner drivers can be installed using Plug and Play. Installing the drivers requires the administrator authority. When the drivers are installed using Plug and Play, first the scanner driver is installed, and then installation of the printer driver begins. The procedure described in this manual is for the installation of the scanner driver, and then the printer driver.

Tip

Using Plug and Play is an easy way to install the drivers. Still, an additional printer wizard can also be used to install the printer driver. To use the additional printer wizard, select the USB port to be connected using “Choose a Printer Port”.

Installing the drivers in Windows Vista/Server 2008

1 **Connect this equipment to the computer using a USB cable, and then start the computer.**

Note

When starting up the computer, do not plug in or unplug the cable.

2 **Turn the power of the equipment ON.**

The Found New Hardware dialog box appears.
If Found New Hardware dialog box does not appear, turn this equipment off, and then on again. In this case, turn off this equipment, and then wait approximately 10 seconds before turning it on again. If you turn this equipment on immediately after turning it off, it may not function correctly.

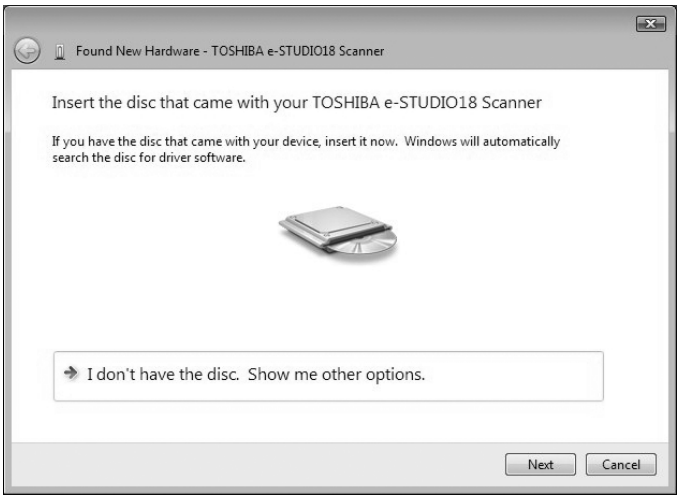
3 Click “Locate and install driver software (recommended)”.

The dialog box requesting the disk (CD-ROM) appears.

Found New Hardware
Windows needs to install driver software for your TOSHIBA e-STUDIO18 Scanner
Locate and install driver software (recommended)
Windows will guide you through the process of installing driver software for your device.
Ask me again later
Windows will ask again the next time you plug in your device or log on.
Don't show this message again for this device
Your device will not function until you install driver software.
Cancel

If the User Account Control dialog box appears, click [Allow] or [Continue].

4 Click “I don't have the disc, show me other options”.

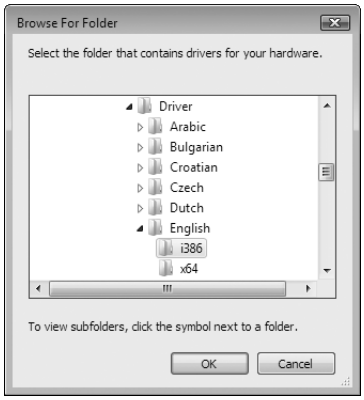

Found New Hardware - TOSHIBA e-STUDIO18 Scanner
Insert the disc that came with your TOSHIBA e-STUDIO18 Scanner
If you have the disc that came with your device, insert it now. Windows will automatically search the disc for driver software.
I don't have the disc. Show me other options.
Next
Cancel

5 Insert the driver CD-ROM into the CD-ROM drive of the computer.

6 Select “Browse my computer for driver software (advanced)”.

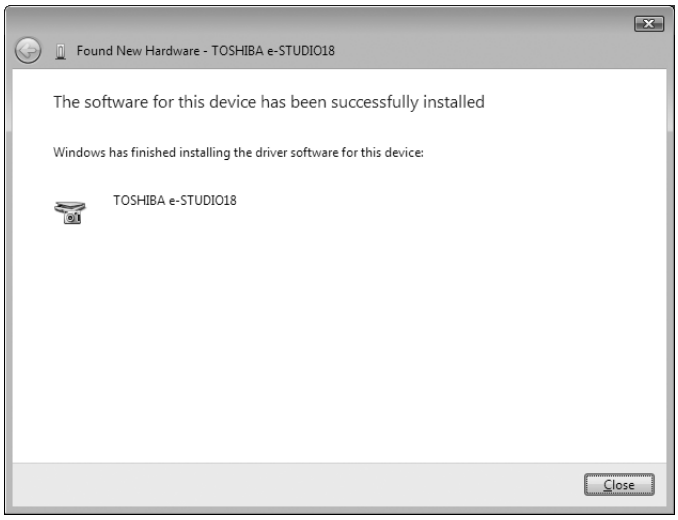
Found New Hardware - TOSHIBA e-STUDIO18 Scanner
Windows couldn't find driver software for your device
Check for a solution
Windows will check to see if there are steps you can take to get your device working.
Browse my computer for driver software (advanced)
Locate and install driver software manually.
Cancel

7 **Specify the folder in the CD-ROM where the drivers are located.**
Select a folder according to the language and operating system to use.
e.g.: When you use the 32-bit English OS, specify "... \Driver\English\i386".



8 **Click [Next].**
If the Windows Security dialog box appears, click [Install this driver software anyway].

9 **When the installation completes, click [Close].**


Found New Hardware - TOSHIBA e-STUDIO18
The software for this device has been successfully installed
Windows has finished installing the driver software for this device:
TOSHIBA e-STUDIO18
Close

This completes the scanner driver installation. The Found New Hardware dialog box appears again and the installation of the printer driver begins.

10 **Repeat steps 4 through 9 to install the printer driver.**

11 **After finishing the installation, make sure that the icon of the installed printer is located in the Printers window.**

12 **Remove the CD-ROM from the CD-ROM drive.**
You are finished with the installation of the scanner driver and printer driver.

Installing the drivers in Windows XP/Server 2003/Server 2003 R2

1 **Connect this equipment to the computer using a USB cable, and then start the computer.**

Note

When starting up the computer, do not plug in or unplug the cable.

2 **Insert the driver CD-ROM into the CD-ROM drive of the computer.**

3 **Turn the power of the equipment ON.**

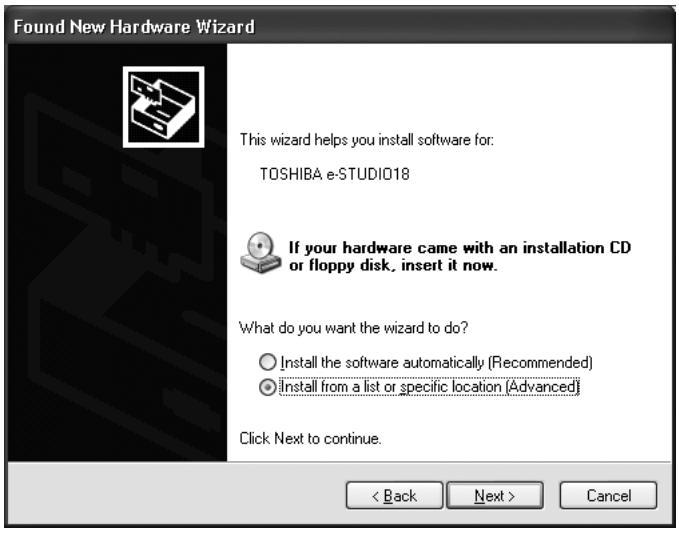
The Found New Hardware Wizard dialog box appears.

- If the Found New Hardware Wizard dialog box does not appear, turn this equipment off, and then on again. In this case, turn off this equipment, and then wait approximately 10 seconds before turning it on again. If you turn this equipment on immediately after turning it off, it may not function correctly.
- If a dialog box with a message saying “Windows Update” appears, select [No].

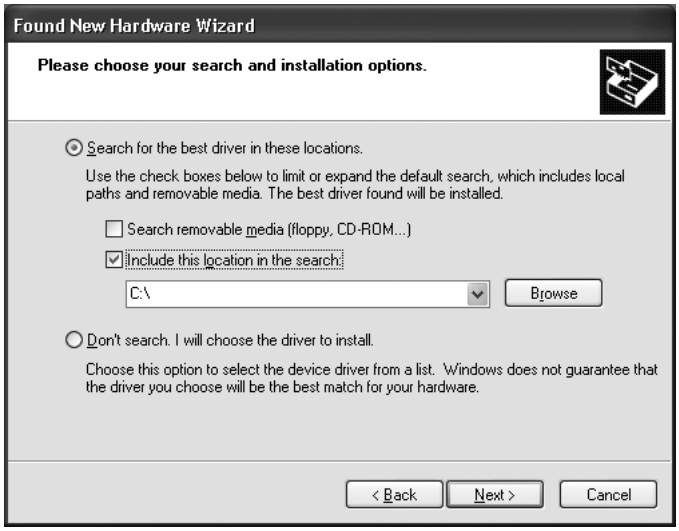
4 **Click “No, not this time” and click [Next].**

Found New Hardware Wizard
Welcome to the Found New Hardware Wizard
Windows will search for current and updated software by looking on your computer, on the hardware installation CD, or on the Windows Update Web site (with your permission).
Read our privacy policy
Can Windows connect to Windows Update to search for software?
Yes, this time only
Yes, now and every time I connect a device
No, not this time
Click Next to continue.
< Back
Next >
Cancel

5 **Click “Install from a list or specific location (Advanced)” and click [Next].**


Found New Hardware Wizard
This wizard helps you install software for:
TOSHIBA e-STUDIO18
If your hardware came with an installation CD or floppy disk, insert it now.
What do you want the wizard to do?
Install the software automatically (Recommended)
Install from a list or specific location (Advanced)
Click Next to continue.
< Back
Next >
Cancel

6 **Click “Search for the best driver in these locations.”, select the “Include this location in the search:” check box, and then click [Browse].**


Found New Hardware Wizard
Please choose your search and installation options.
Search for the best driver in these locations.
Use the check boxes below to limit or expand the default search, which includes local paths and removable media. The best driver found will be installed.
Search removable media (floppy, CD-ROM...)
Include this location in the search:
C:\
Browse
Don't search. I will choose the driver to install.
Choose this option to select the device driver from a list. Windows does not guarantee that the driver you choose will be the best match for your hardware.
< Back
Next >
Cancel

7 **Specify the folder in the CD-ROM where the drivers are located and click [OK].**

Select a folder according to the language and operating system to use.
e.g.: When you use the 32-bit English OS, specify “... \Driver\English\i386”.

8 **Click [Next] and wait while searching and installing the driver.**

9 **Click [Finish].**

This completes the scanner driver installation. The Found New Hardware Wizard dialog box appears again and the installation of the printer driver begins.

10 **Repeat steps 4 through 9 to install the printer driver.**

11 **After finishing the installation, make sure that the icon of the installed printer is located in the Printers and Faxes window.**

12 **Remove the CD-ROM from the CD-ROM drive.**

You are finished with the installation of the scanner driver and printer driver.

2

COPY FUNCTIONS

This chapter describes the copy functions.

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Copying the right and left pages of a book separately 78
Shifting the pages to the right or left 79
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Basic Copy Procedure

You can copy the original with various functions. Learn the basic copy procedure in this section. For other functions, see the following pages.
🕮 P.63 “Quick Access to Useful Functions”
🕮 P.66 “Advanced Copy Functions”

Before you start the operation:

Make sure that the equipment is ready to copy.
🕮 P.27 “Preparation 1 - Turning Power ON”
🕮 P.29 “Preparation 2 - Loading Paper”
🕮 P.38 “Preparation 3 - Registering Loaded Paper”

When you see an asterisk on the LCD screen:

The equipment has the default setting for each function. When you see an asterisk next to the setting on the LCD screen, it indicates that you have changed the setting from the default. For the defaults, see the pages below.
🕮 P.122 “Functions available in the “MENU” mode”
🕮 P.126 “Default Settings”

■ Acceptable originals

This equipment can accept the following originals.

Type	Maximum Size*
Plain paper Special media types Booklets 3-dimensional objects	A3 or LD

* This equipment cannot detect the original size automatically. Make sure that the size of the paper to copy is the same as the original size. You do not set the original size manually except for the “2IN1/4IN1” copy function. When you use the “2IN1/4IN1” function, you need to set the original size so that the copied pages are automatically reduced to the current paper size setting.

⚠ CAUTION

Do not place heavy objects (4 kg/9 lb. or over) on the original glass and do not force it down.
Breaking the glass could injure you.

❑ Maximum number of originals scanned in one go

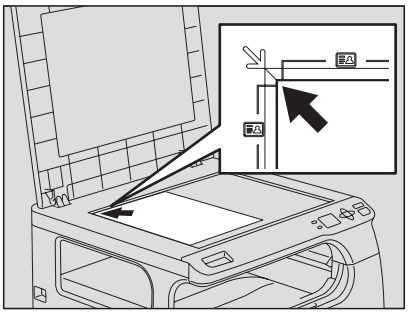
When you use the “2IN1/4IN1” function or the “FINISHING (SORT/ROTATE SORT)” function, the equipment scans the original pages in advance. Up to 120 original sheets can be scanned at one time. When the number of sheets to be scanned exceeds 120 or the built-in memory in the equipment becomes full during the scanning of the copy job, scanning stops and “MEMORY IS FULL PRESS ANY KEY” appears on the LCD screen. Press any button on the control panel. The scanned pages are cancelled.

■ Making one or more copies

Follow the common basic steps below to make a copy. When you want to make more than one copy, change the number of copies.

1 Place the original face down.

1) Open the platen cover.
2) Place the original face down on the original glass.
3) Align the original against the left rear corner of the original glass.



⚠ CAUTION

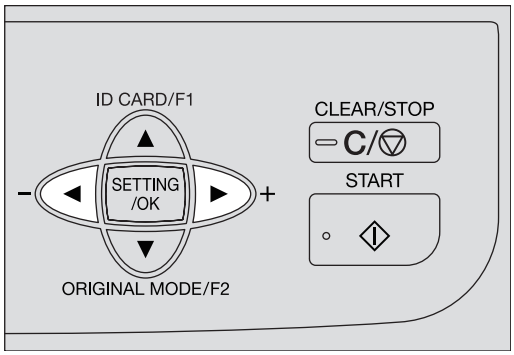
Do not place heavy objects (4 kg/9 lb. or over) on the original glass and do not force it down.
Breaking the glass could injure you.

Tip

When you use the transparent original such as overhead transparencies and tracing paper, place a blank plain sheet of paper - the same size or a larger sheet - over the original.

When you make one copy, skip the next step.

2 Press the ► or ◄ button to increase or decrease the number of copies.

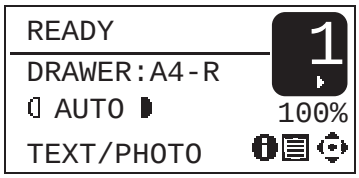


Tip

Pressing the button once changes the number of copies by one. Holding down the button changes it quickly.

You can also change the number of copies on the basic setting menu.

1) Press the [SETTING/OK] button to enter the basic setting menu.
2) Select the large number indication on the upper right corner of the menu with the ►, ◄, ▼, or ▲ button.

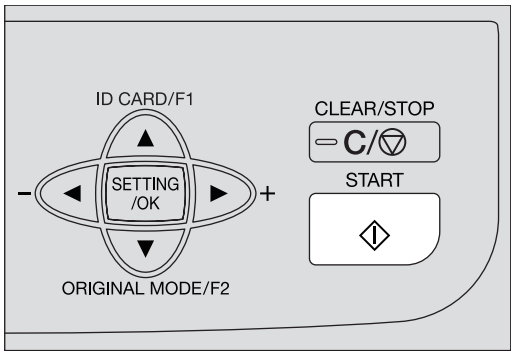


3) Press the [SETTING/OK] button.
4) Press the ▶ or ◀ button to increase or decrease the number of copies.
   You can keep pressing the button to change the number quickly.
5) Press the [SETTING/OK] button to return to the highest layer of the menu: if you press the [START] button instead, the equipment starts copying and counting down immediately.

Tip

When you want to exit from the basic setting menu without changing the setting, select “CANCEL” with the ▼ or ▲ button and press the [SETTING/OK] button. You can also exit from the menu layers with the [CLEAR/STOP] button if it is active.

3 Press the [START] button.



The equipment starts copying and counting down. If the drawer runs out of paper, the error message appears on the LCD screen and copying stops. Load paper on the drawer, so that the equipment automatically resumes copying.

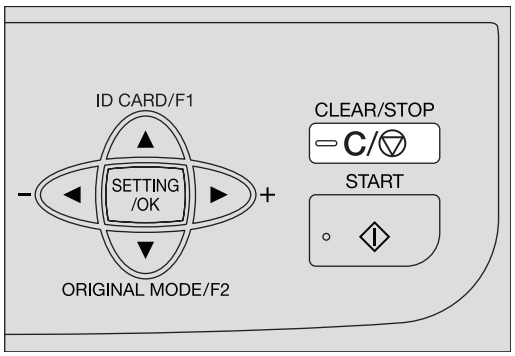
Note

The receiving tray can hold up to 250 sheets. If the excessive paper error occurs, the lamp blinks and the error message appears on the LCD screen. Remove the paper from the tray and press the [START] button to resume copying.

■ Stopping and resuming the copy operation

When you want to stop or resume copying, follow the steps below.

1 Press the [CLEAR/STOP] button during copying.



2 Press the ▼ or ▲ button to select “NO” or “YES” and press the [SETTING/OK] button.

- [NO] resumes the operation. Continue to the next step.
- [YES] cancels copying. The LCD screen returns to the initial status.

3 Press the [START] button to resume copying.

If you press the [CLEAR/STOP] button instead, you can return to the previous step to select the operation again.

■ Selecting the drawer or the bypass tray to copy

The equipment has two paper sources, the drawer and the bypass tray. You usually use the drawer to make copies, but you may sometimes want to load different paper from that loaded in the drawer. Some paper sizes and types require you to use the bypass tray.
📖 P.29 “Acceptable media types”

Note

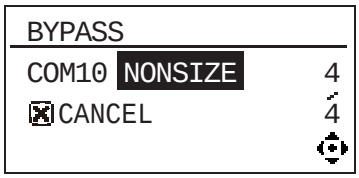
When you use overhead transparencies, remove them one by one every time they are ejected. If you leave them lying one on top of one another, they could be curled and not be good for projection.

If the paper source runs out of paper, the error message appears on the LCD screen and copying stops. Load paper, so that the equipment automatically resumes copying.

❑ Selecting the paper source automatically

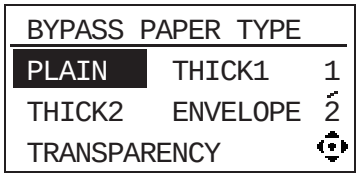
When you load paper on the bypass tray, the paper source automatically changes from the drawer to the bypass tray. The LCD screen automatically changes so that you can easily set the paper size and type for the bypass tray.

1 Press the ▼, ▲, ►, or ◄ button to select the size of paper you loaded on the bypass tray.
The LCD screen below illustrates “NONSIZE” is selected.



2 Press the [SETTING/OK] button.

3 Press the ▼, ▲, ►, or ◄ button to select the type of paper you loaded on the bypass tray.
The LCD screen below illustrates “PLAIN” is selected.



4 Press the [SETTING/OK] button to exit from the menu.
You are ready to use the selected paper size and type.

After copying, remove the paper from the bypass tray, so that the paper source automatically changes back to the drawer.

❑ Selecting the paper source manually

Follow the steps below to select the paper source manually and make copies.

1 Place the original.

2 Load paper in the paper source that you want to use.
📖 P.31 “Loading paper in the drawer”
📖 P.33 “Loading paper on the bypass tray”
📖 P.35 “Loading an envelope on the bypass tray”

3 Set the paper size and type for the paper source to use.

P.38 “Registering the size of paper loaded in the drawer”
P.39 “Registering the size and type of paper loaded on the bypass tray”

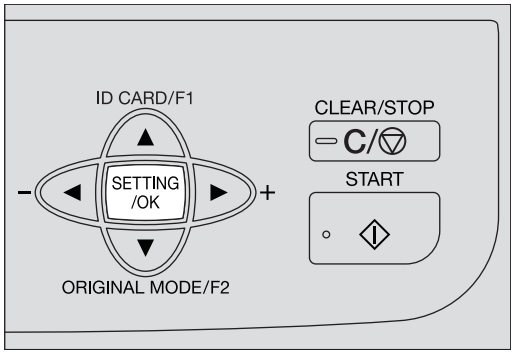
Note

If you set a different paper type from that loaded on the bypass tray, paper jams could occur or the quality of the copied images could be poor.

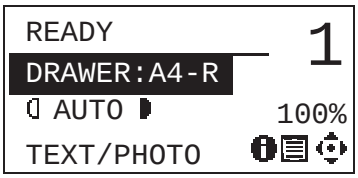
4 Select the drawer or the bypass tray to use.

You can change the paper source on the basic setting menu.

1) Press the [SETTING/OK] button to enter the basic setting menu.



2) Make sure that “DRAWER:xx” is selected.
If necessary, press the ▼ or ▲ button to select it. The choice may be “BYPASS:xx” if it is set as the default. The variable “xx” indicates the paper size set as the default.



3) Press the [SETTING/OK] button.
4) Press the ▼ or ▲ button to select “DRAWER:xx” or “BYPASS:xx”.
The variable “xx” indicates the paper size set as the default.
5) Press the [SETTING/OK] button to return to the highest layer of the menu: if you press the [START] button instead, the equipment starts copying immediately.

Tip

When you want to exit from the basic setting menu without changing the setting, select “CANCEL” with the ▼ or ▲ button and press the [SETTING/OK] button. You can also exit from the menu layers with the [CLEAR/STOP] button.

5 Press the [START] button.

The equipment starts copying.

■ Changing the density to copy

You can change the density to make copies lighter or darker in nine steps from -4 to +4. The auto density setting can represent the copy image in the middle density status. Follow the steps below to change the density.

Tips

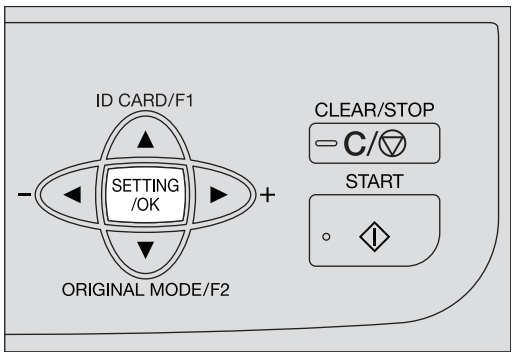
- You can access this function quickly with the ▲ button. The button operation varies from region to region.
  📖 P.63 “Using the “ID CARD” or “DENSITY” function quickly”
  📖 P.65 “Using the “F1” or “F2” function quickly”
- You can also set the density on the “ADVANCED FUNCTION” menu.
  📖 P.68 “Adjusting the density to the copy”

1 Place the original.

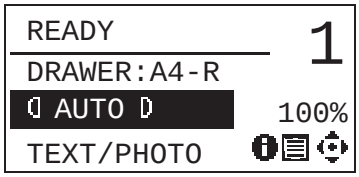
2 Select the density to copy.

You can change the density on the basic setting menu.

1) Press the [SETTING/OK] button to enter the basic setting menu.



2) Press the ▼ or ▲ button to select “AUTO”.
   The choice may be the density scale if it is set as the default.



3) Press the [SETTING/OK] button.
4) Press the ▼ or ▲ button to select “AUTO” or the density scale.
   If you have selected “AUTO” at this step, skip the next steps 5 and 6.
5) If you have selected the density scale at the previous step, press the ▶ or ◀ button to increase or decrease the density level.
6) Press the [SETTING/OK] button to return to the highest layer of the menu: if you press the [START] button instead, the equipment starts copying immediately.

Tip

When you want to exit from the basic setting menu without changing the setting, select “CANCEL” with the ▼ or ▲ button and press the [SETTING/OK] button. You can also exit from the menu layers with the [CLEAR/STOP] button if it is active.

3 Press the [START] button.

The equipment starts copying.

■ Changing the original mode to copy

You can select the original mode suitable for the image to copy.

TEXT/PHOTO: Select this mode to copy the original with text and photographs mixed.
TEXT: Select this mode to copy the original with text only or text and fine illustration only.
PHOTO: Select this mode to copy the original with photographs only.
BACKGROUND ERASE: Select this mode to copy the original with the dark background.
Follow the steps below to change the original mode.

Tips

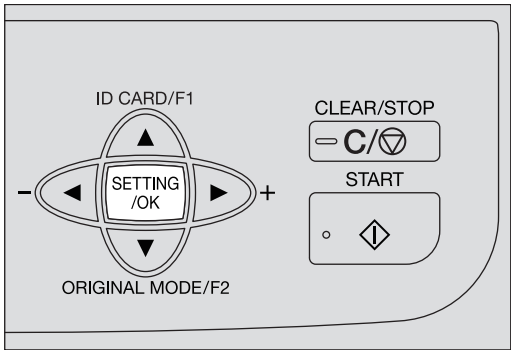
- You can access this function quickly with the ▼ button.
  🕮 P.64 “Selecting “ORIGINAL MODE” quickly”
- You can also set the original mode on the “ADVANCED FUNCTION” menu.
  🕮 P.69 “Adjusting the original mode to the copy”

1 Place the original.

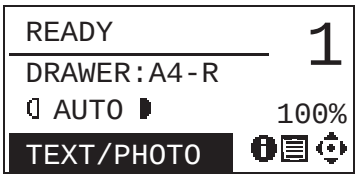
2 Select the original mode to copy.

You can change the original mode on the basic setting menu.

1) Press the [SETTING/OK] button to enter the basic setting menu.



2) Press the ▼ or ▲ button to select “TEXT/PHOTO”.
The choice may be “TEXT”, “PHOTO”, or “BACKGROUND ERASE” if it is set as the default.



3) Press the [SETTING/OK].
4) Press the ▼, ▲, ►, or ◄ button to select the original mode.
5) Press the [SETTING/OK] button to return to the highest layer of the menu: if you press the [START] button instead, the equipment starts copying immediately.

Tip

When you want to exit from the basic setting menu without changing the setting, select “CANCEL” with the ▼ or ▲ button and press the [SETTING/OK] button. You can also exit from the menu layers with the [CLEAR/STOP] button.

3 Press the [START] button.

The equipment starts copying.

■ Enlarging or reducing copies

You can make enlarged or reduced copies in two ways:

- By changing the ratio from 25 to 400%
  📖 P.59 “Changing the zoom ratio to copy”
- By selecting the fixed zoom ratio
  📖 P.60 “Selecting the fixed zoom ratio to copy”

Note

You cannot make use of this function together with certain other ones.
📖 P.165 “Copying Function Combination Matrix”

Tips

- You can access this function quickly with the ▼ button unless you change the default.
  📖 P.65 “Using the “F1” or “F2” function quickly”
- You can also set the zoom ratio on the “ADVANCED FUNCTION” menu.
  📖 P.72 “Zooming in or out to the copy”

❑ Changing the zoom ratio to copy

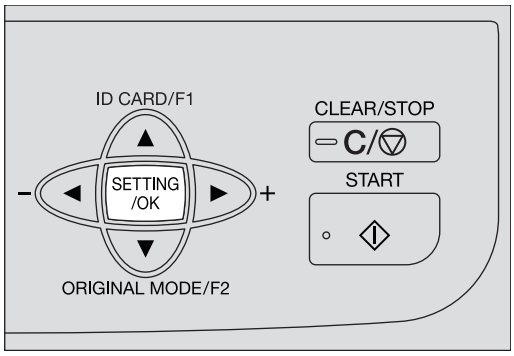
You can make enlarged or reduced copies by changing the zoom ratio. Follow the steps below.

1 Place the original.

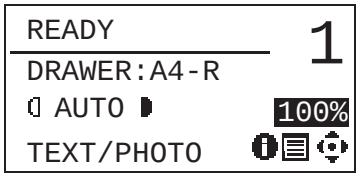
2 Select the zoom ratio to copy.

You can change the zoom ratio on the basic setting menu.

1) Press the [SETTING/OK] button to enter the basic setting menu.



2) Press the ▼, ▲, ►, or ◄ button to select the zoom ratio.
   The zoom ratio is usually set to 100% unless it has been changed.



3) Press the [SETTING/OK] button.
4) Press the ► or ◄ button to increase or decrease the zoom ratio.
   You can keep pressing the button to change the ratio quickly.
5) Press the [SETTING/OK] button to return to the highest layer of the menu: if you press the [START] button instead, the equipment starts copying immediately.

Tip

When you want to exit from the basic setting menu without changing the setting, select “CANCEL” with the ▼ or ▲ button and press the [SETTING/OK] button. You can also exit from the menu layers with the [CLEAR/STOP] button.

3 Press the [START] button.

The equipment starts copying.

❑ Selecting the fixed zoom ratio to copy

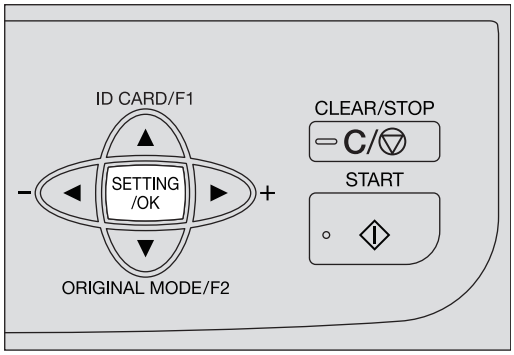
You can make copies by selecting the fixed zoom ratio. Follow the steps below.

1 Place the original.

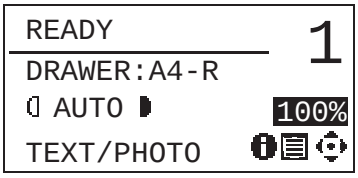
2 Select the fixed zoom ratio to copy.

You can change the fixed zoom ratio on the basic setting menu. When you select the fixed zoom ratio, for example “A3->A4”, the original size A3 is reduced to the copy size A4.

1) Press the [SETTING/OK] button to enter the basic setting menu.



2) Press the ▼, ▲, ►, or ◄ button to select the zoom ratio.
The zoom ratio is usually set to 100% unless it has been changed.



3) Press the [SETTING/OK] button.
4) Press the ▼ or ▲ button to select “FIXED ZOOM”.
5) Press the [SETTING/OK] button.
6) Press the ▼, ▲, ►, or ◄ button to select the fixed zoom ratio.
7) Press the [SETTING/OK] button to return to the highest layer of the menu: if you press the [START] button instead, the equipment starts copying immediately.

Tip

When you want to exit from the basic setting menu without changing the setting, select “CANCEL” with the ▼ or ▲ button and press the [SETTING/OK] button. You can also exit from the menu layers with the [CLEAR/STOP] button.

3 Press the [START] button.

The equipment starts copying.

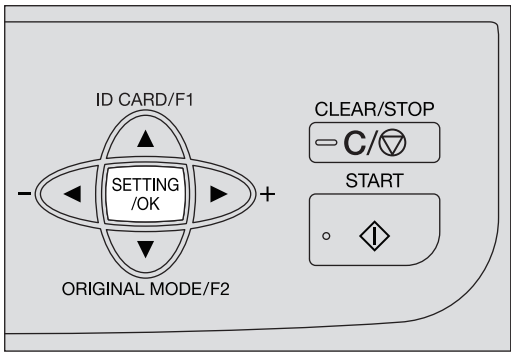
■ Checking the status information and function settings

You can check the current status information of the equipment or the current function settings on the basic setting menu.

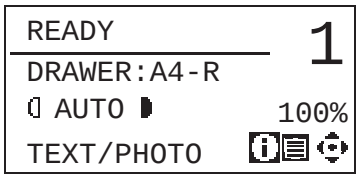
❑ Checking the status information

Follow the steps below to check the status information.

1 Press the [SETTING/OK] button to enter the basic setting menu.



2 Press the ▼, ▲, ►, or ◄ button to select the information icon.



3 Press the [SETTING/OK] button.

4 Press the ▼ or ▲ button to scroll through the “INFORMATION” menu so that you can check the following status information.

Information icon	Message (Status)	Description
On	TIME FOR MAINTENANCE	This message is displayed when the maintenance is required.
Blink	TONER NOT RECOGNIZED	This message is displayed when the toner is not recognized.
On	TONER NEAR EMPTY	This message is displayed when the toner is nearly empty.
Blink	CAN NOT USE THIS SIZE	This message is displayed when the current paper size cannot be used for the selected function.
Blink	• Other than North America COPY SIZE: A4/A4-R, B5/B5-R LT/LT-R, 16K/16K-R • North America COPY SIZE: LT/LT-R, A4/A4-R B5/B5-R, 16K/16K-R	This message is displayed when the “ROTATE SORT” function is used. The appearance order of available paper sizes vary from region to region. 🕮 P.70 “Sorting pages in the same order as the original”
Blink	• Other than North America COPY SIZE: A4, B5 LT, 16K • North America COPY SIZE: LT, A4 B5, 16K	This message is displayed when the “DUAL PAGE” function is used. The appearance order of available paper sizes vary from region to region. 🕮 P.78 “Copying the right and left pages of a book separately”
On	F1: DENSITY F1: ID CARD	The default “F1” and “F2 functions can be changed and they are displayed accordingly. The default “F1” function varies from region to region: “DENSITY” for the regions other than Europe and “ID CARD” for Europe. The default “F2” function is “ZOOM” for all regions. 🕮 P.133 “Setting the FUNCTION1/2 default”
On	F2: ZOOM	

5 When you are finished with checking, press the ▼ or ▲ button to select “CLOSE”.

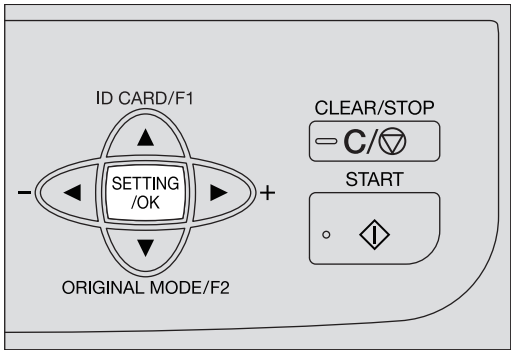
6 **Press the [SETTING/OK] button.**

7 **Press the [CLEAR/STOP] button to exit from the menu.**

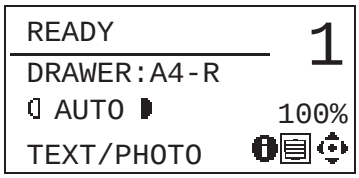
❑ Checking the function settings

Follow the steps below to check the function settings.

1 **Press the [SETTING/OK] button to enter the basic setting menu.**



2 **Press the ▼, ▲, ►, or ◄ button to select the setting icon.**



3 **Press the [SETTING/OK] button.**

4 **Press the ▼ or ▲ button to scroll through the “SETTINGS” menu so that you can check the current settings of the following functions.**

FUNCTION	Message (Setting)	Description
FINISHING	NONSORT, SORT, ROTATE SORT	The current “FINISHING” setting is displayed. 🕮 P.70 “Sorting pages in the same order as the original”
2IN1/4IN1	2IN1, 4IN1	The current “2IN1/4IN1” setting is displayed. 🕮 P.73 “Copying two or four pages on each sheet”
IMAGE SHIFT	LEFT MARGIN, RIGHT MARGIN	The current “IMAGE SHIFT” setting is displayed. 🕮 P.79 “Shifting the pages to the right or left”
EDGE ERASE	EDGE ERASE	This message is displayed when the “EDGE ERASE” function is on. 🕮 P.77 “Erasing the shadow on edges”
PAPER TYPE	PLAIN, THICK1, THICK2, TRANSPARENCY, ENVELOPE	The current paper type setting for the bypass tray is displayed. 🕮 P.39 “Registering the size and type of paper loaded on the bypass tray”
ID CARD	ID CARD	This message is displayed when the “ID CARD” function is on. 🕮 P.75 “Copying both sides of a card on a sheet”
DUAL PAGE	DUAL PAGE	This message is displayed when the “DUAL PAGE” function is on. 🕮 P.78 “Copying the right and left pages of a book separately”

5 **When you are finished with checking, press the ▼ or ▲ button to select “CLOSE”.**

6 **Press the [SETTING/OK] button.**

7 **Press the [CLEAR/STOP] button to exit from the menu.**

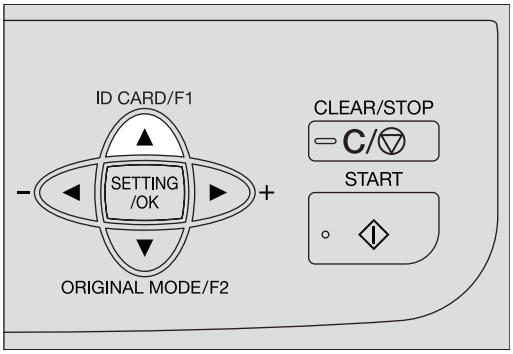
Quick Access to Useful Functions

This equipment has various copy functions. You can make use of some functions quickly with a touch of button.

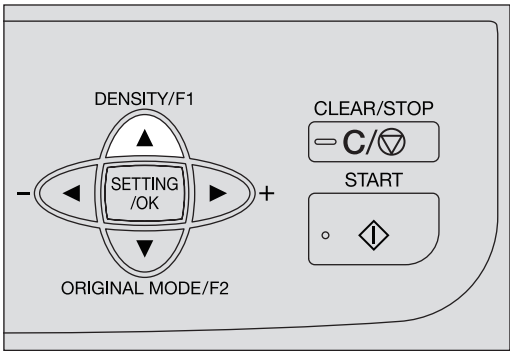
■ Using the “ID CARD” or “DENSITY” function quickly

The ▲ button function varies from region to region. It can work as the [ID CARD] button for the regions other than Europe or the [DENSITY] button for Europe. Just press the button to access the “ID CARD” or “DENSITY” function quickly so that you can copy the front and back of a card on a sheet of paper, or you can change the copy density.
🕮 P.75 “Copying both sides of a card on a sheet”
🕮 P.68 “Adjusting the density to the copy”

For the regions other than Europe



For Europe



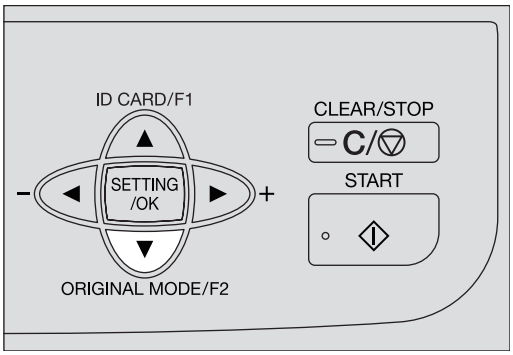
Tip

The ▲ button can also work as the [F1] one to activate “FUNCTION1”.
🕮 P.65 “Using the “F1” or “F2” function quickly”

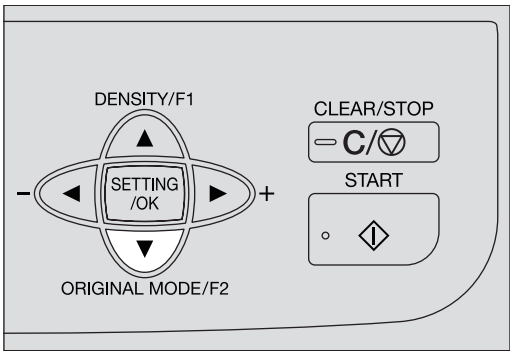
■ Selecting “ORIGINAL MODE” quickly

The ▼ button can work as the [ORIGINAL MODE] button. Just press the button to access the “ORIGINAL MODE” function quickly so that you can change the original mode to copy. The accessible function is common to all regions.
🕮 P.69 “Adjusting the original mode to the copy”

For the regions other than Europe



For Europe



Tip

The ▼ button can also work as the [F2] one to activate “FUNCTION2”.
🕮 P.65 “Using the “F1” or “F2” function quickly”

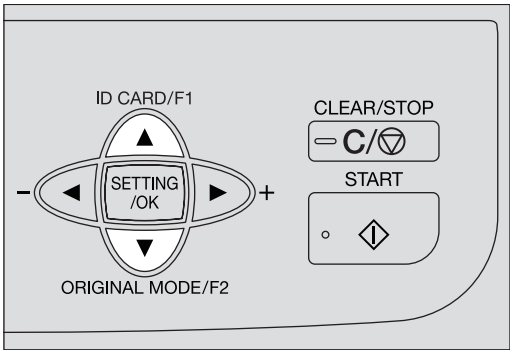
■ Using the “F1” or “F2” function quickly

The ▲ or ▼ button can work as the [F1] or [F2] one to access “FUNCTION1” or “FUNCTION2” quickly. The available default functions vary from region to region as follows.

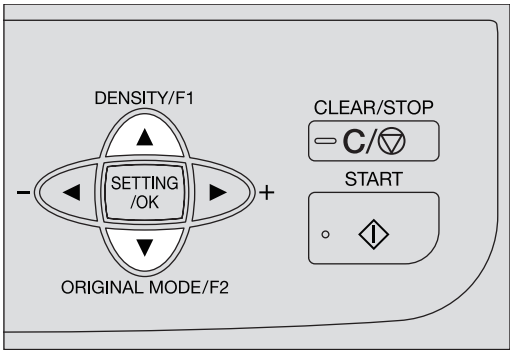
Tip

You can change the default function that is assigned to each button.
📖 P.133 “Setting the FUNCTION1/2 default”

For the regions other than Europe



For Europe



[F1] button

Keep pressing the ▲ button for a second, so that you can make use of “FUNCTION1” or the following default function:

- For the regions other than Europe: “DENSITY”
  📖 P.68 “Adjusting the density to the copy”
- For Europe: “ID CARD”
  📖 P.75 “Copying both sides of a card on a sheet”

[F2] button

Keep pressing the ▼ button for a second, so that you can make use of “FUNCTION2” or the default “ZOOM” function, which is common to all regions.
📖 P.72 “Zooming in or out to the copy”

Advanced Copy Functions

This equipment has various advanced copy functions. Although you can use some of these functions in other ways as explained already, you can set all of them on the “ADVANCED FUNCTION” menu.

■ Selecting the copy functions on the “ADVANCED FUNCTION” menu

❑ Functions available on the “ADVANCED FUNCTION” menu

The following functions and settings are available on the “ADVANCED FUNCTION” menu. The default settings are boldfaced and underlined.

Functions	Settings	Reference Pages
DENSITY	**AUTO**, Manual (9 steps)	🕮 P.68 “Adjusting the density to the copy”
ORIGINAL MODE	**TEXT/PHOTO**, TEXT, PHOTO, BACKGROUND ERASE	🕮 P.69 “Adjusting the original mode to the copy”
FINISHING	**NONSORT**, SORT, ROTATE SORT	🕮 P.70 “Sorting pages in the same order as the original”
ZOOM	Manual Zoom (25 - **100** - 400%), FIXED ZOOM	🕮 P.72 “Zooming in or out to the copy”
2IN1/4IN1	2IN1, 4IN1, **OFF**	🕮 P.73 “Copying two or four pages on each sheet”
ID CARD	ON, **OFF**	🕮 P.75 “Copying both sides of a card on a sheet”
EDGE ERASE	ON (4 mm - 15 mm/0.2” - 0.6”), **OFF**	🕮 P.77 “Erasing the shadow on edges”
DUAL PAGE	LEFT BINDING (8 mm - 30 mm/0.3” - 1.2”), RIGHT BINDING (8 mm - 30 mm/0.3” - 1.2”), **OFF**	🕮 P.78 “Copying the right and left pages of a book separately”
IMAGE SHIFT	LEFT MARGIN (4 mm - 15 mm/0.2” - 0.6”), RIGHT MARGIN (4 mm - 15 mm/0.2” - 0.6”), **OFF**	🕮 P.79 “Shifting the pages to the right or left”
JOB MEMORY	RECALL, **MEMORY**	🕮 P.81 “Storing the copy functions for frequent use” Tip You can store some of the above copy functions in combinations for frequent use.

❑ General procedure to operate on the “ADVANCED FUNCTION” menu

Before you really start operating on the “ADVANCED FUNCTION” menu, learn the general procedure below. For the details, see the page that describes each function.

Notes

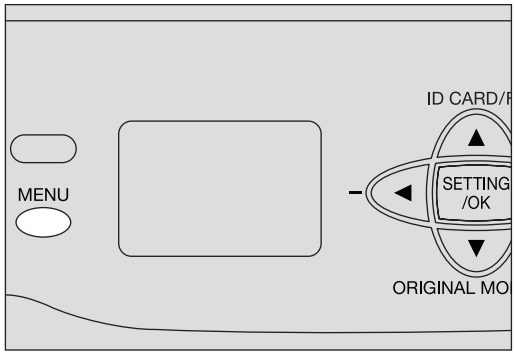
- You cannot enter the “MENU” mode during copying, printing, scanning or while you are in the basic copy setting menu.
- If you have already set some functions, you cannot do others later. For the allowed combinations of advanced copy functions, see the page below.
  🕮 P.165 “Copying Function Combination Matrix”

The equipment has the default setting for each function. When you see an asterisk next to the setting on the LCD screen, it indicates that you have changed the setting from the default. For the defaults, see the pages below.
🕮 P.122 “Functions available in the “MENU” mode”
🕮 P.126 “Default Settings”

Tip

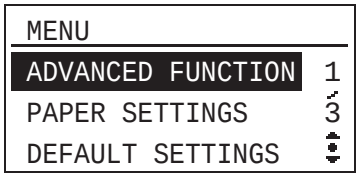
When you want to exit from the menu, select “CANCEL”, if it is available on the menu, and press the [SETTING/OK] button. You can also exit from the menu layers with the [CLEAR/STOP] button if it is active.

1 Press the [MENU] button to enter the “MENU” mode.



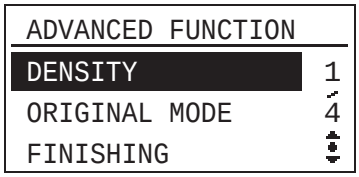
2 Make sure that the first “ADVANCED FUNCTION” is selected.

You can scroll through the menu with the ▼ or ▲ button.



3 Press the [SETTING/OK] button to enter the “ADVANCED FUNCTION” menu.

4 Press the ▼ or ▲ button to scroll through the menu until you reach the function you want to change.



5 Press the [SETTING/OK] button to enter the setting layer of each function.

6 Press the ▼ or ▲ button or the ► or ◄ button to select the setting.

Tip

If you select the setting and press the [START] button, you can immediately start copying with the default or current setting; however, the [START] button is invalid only for “2IN1/4IN1”. Before you start copying, be sure to place the original in advance.

7 Press the [SETTING/OK] button.

- If the selected setting has no more options or values to set, the [SETTING/OK] button allows you to exit from the menu. You are finished with the operation at this step.
- If the selected setting has more options or values to set, the [SETTING/OK] button allows you set them. Continue to the next step.

8 Set the options or values as required with the ▼, ▲, ►, or ◄ button.

The options or values vary from function to function. For the details, see the page that describes each function.

9 Press the [SETTING/OK] button to exit from the menu.

You are ready to start copying with the selected function.

Tip

When necessary, set other advanced functions to make use of them in combination.

🕮 P.81 “Storing the copy functions for frequent use”
🕮 P.165 “Copying Function Combination Matrix”

You can check the function settings on the LCD screen.
P.62 “Checking the function settings”

■ Adjusting the density to the copy

You can set “DENSITY” to make copies lighter or darker in nine steps from -4 to +4. The auto density setting represents the copy image in the middle density status. Follow the steps below to change the density.

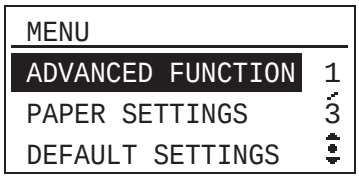
Tips

- You can access this function quickly with the ▲ button. The button operation varies from region to region.
  - For the regions other than Europe, if you have not changed the default:
    Keep pressing the ▲ button for a second.
    P.65 “Using the “F1” or “F2” function quickly”
  - For Europe:
    Just press the ▲ button.
    P.63 “Using the “ID CARD” or “DENSITY” function quickly”
- You can also set the density on the basic setting menu.
  P.57 “Changing the density to copy”

1 Press the [MENU] button to enter the “MENU” mode.

2 Make sure that the first “ADVANCED FUNCTION” is selected.

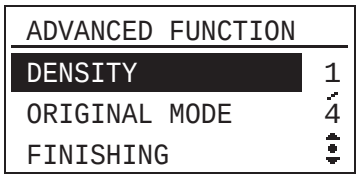
You can scroll through the menu with the ▼ or ▲ button.



3 Press the [SETTING/OK] button to enter the “ADVANCED FUNCTION” menu.

4 Make sure that “DENSITY” is selected.

If necessary, press the ▼ or ▲ button to select it.



5 Press the [SETTING/OK] button.

6 Press the ▼ or ▲ button to select “AUTO” or the density scale.

If you have selected “AUTO” at this step, skip the next step.

Tip

If you select the setting and press the [START] button, you can immediately start copying with the default or current setting. Before you start copying, be sure to place the original in advance.

7 If you have selected the density scale at the previous step, press the ► or ◄ button to increase or decrease the density level.

8 Press the [SETTING/OK] button to exit from the menu.

You are ready to start copying with the selected function.

■ Adjusting the original mode to the copy

You can set “ORIGINAL MODE” that is suitable for the original image to copy.

TEXT/PHOTO: Select this mode to copy the original with text and photographs mixed.
TEXT: Select this mode to copy the original with text only or text and fine illustration only.
PHOTO: Select this mode to copy the original with photographs only.
BACKGROUND ERASE: Select this mode to copy the original with the dark background.

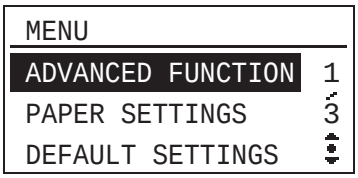
Tips

- You can access this function quickly with the ▼ button.
  P.64 “Selecting “ORIGINAL MODE” quickly”
- You can also set the original mode on the basic setting menu.
  P.58 “Changing the original mode to copy”

1 Press the [MENU] button to enter the “MENU” mode.

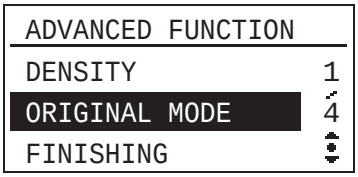
2 Make sure that the first “ADVANCED FUNCTION” is selected.

You can scroll through the menu with the ▼ or ▲ button.



3 Press the [SETTING/OK] button to enter the “ADVANCED FUNCTION” menu.

4 Press the ▼ or ▲ button to select “ORIGINAL MODE”.



5 Press the [SETTING/OK] button.

6 Press the ▼, ▲, ►, or ◄ button to select “TEXT/PHOTO”, “TEXT”, “PHOTO”, or “BACKGROUND ERASE”.

Tip

If you select the setting and press the [START] button, you can immediately start copying with the default or current setting. Before you start copying, be sure to place the original in advance.

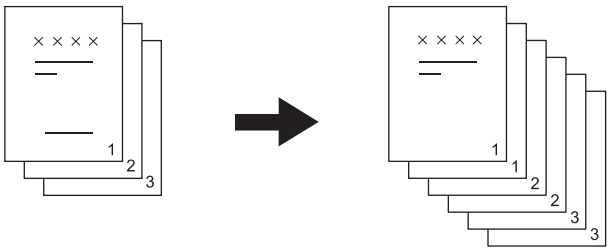
7 Press the [SETTING/OK] button to exit from the menu.

You are ready to start copying with the selected function.

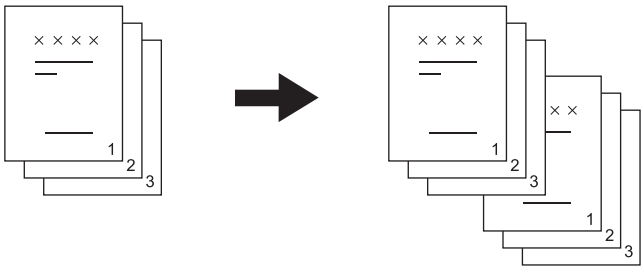
■ Sorting pages in the same order as the original

You can set “FINISHING” to sort a number of copied pages in the same order as the original.

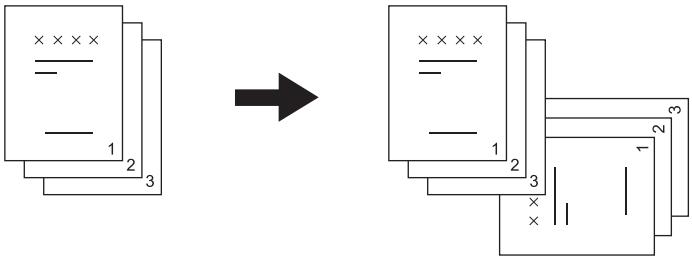
NONSORT: Select this setting not to sort the copied pages. All copies of the first page are ejected first and then all copies of subsequent pages are ejected in sequence.



SORT: Select this setting to sort the copied pages in the same order as the original and eject all sets of copies in the same orientation.



ROTATE SORT: Select this setting to sort the copied pages in the same order as the original and eject every set of copies crisscross, so that you can easily distinguish each set. You need two paper sources, the drawer and the bypass tray, and you have the same size and type of paper loaded in the different portrait and landscape orientations in each paper source. When you use this function with the “2IN1/4IN1” function, you need at least three original pages for “2IN1” and five original pages for “4IN1”.



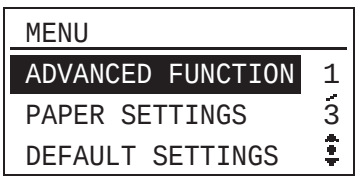
❑ Setting the “FINISHING” function

Follow the steps below to set the function.

1 Press the [MENU] button to enter the “MENU” mode.

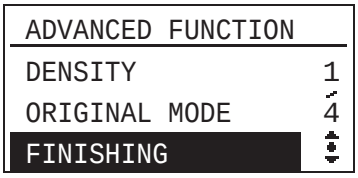
2 Make sure that the first “ADVANCED FUNCTION” is selected.

You can scroll through the menu with the ▼ or ▲ button.



3 Press the [SETTING/OK] button to enter the “ADVANCED FUNCTION” menu.

4 Press the ▼ or ▲ button to select “FINISHING”.



5 Press the [SETTING/OK] button.

6 Press the ▼ or ▲ button to select “NONSORT”, “SORT”, or “ROTATE SORT”.

Tip

If you select the setting and press the [START] button, you can immediately start copying with the default or current setting. Before you start copying, make sure that you are ready to use this feature, referring to the next clause.

7 Press the [SETTING/OK] button to exit from the menu.

You are ready to start copying with the selected function.

❑ Making the sorted copies

After you set “SORT” or “ROTATE SORT”, follow the steps below to make the sorted copies.

Note

Before you use “ROTATE SORT”, be sure to load the same size and type of paper in the different portrait and landscape orientations in the drawer and the bypass tray. If you execute the “ROTATE SORT” function with the invalid paper size or the wrong orientations, you are prompted to use the valid paper size or load the paper in the correct orientations.

📖 P.29 “Preparation 2 - Loading Paper”
📖 P.38 “Preparation 3 - Registering Loaded Paper”

1 Make sure that “SORT” or “ROTATE SORT” has been set.

2 Set the number of copies to “2” or more.

📖 P.53 “Making one or more copies”

3 Place the first page of the original face down on the original glass.

1) Open the platen cover.
2) Place the first page face down on the original glass.
3) Align the original against the left rear corner of the original glass as illustrated on the LCD screen.

4 Press the [SETTING/OK] and/or [START] button.

The equipment starts scanning the original. Wait until the LCD screen shows “NEXT ORIGINAL?”.

- [SETTING/OK] shows the next screen for confirmation. Press the [START] button to start scanning.
- [START] starts scanning immediately.

5 Make sure that “YES” is selected.

If necessary, press the ▼ or ▲ to select “YES” and continue the operation.

6 Place the next page face down on the original glass.

1) Open the platen cover and remove the original.
2) Place the next page face down on the original glass.
3) Align the original against the left rear corner of the original glass in the same way as the first one.

7 Press the [SETTING/OK] or [START] button.

The equipment starts scanning the original. Wait until the LCD screen shows “NEXT ORIGINAL?”.

8 Repeat the previous steps 5 to 7 until you finish scanning the last page to copy.
When you are finished with the last page, go to the next step.

Note

Up to 120 original sheets can be scanned at one time. When the number of sheets to be scanned exceeds 120 or the built-in memory in the equipment becomes full during the scanning of the copy job, scanning stops and "MEMORY IS FULL PRESS ANY KEY" appears on the LCD screen. Press any button on the control panel. The scanned pages are cancelled.

9 Press the ▼ or ▲ button to select "NO" on the "NEXT ORIGINAL?" menu.

10 Press the [SETTING/OK] or [START] button.
The equipment automatically starts printing sorted pages.

■ Zooming in or out to the copy

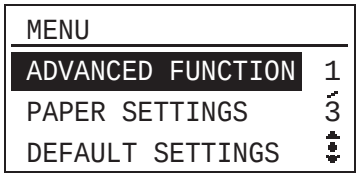
You can set "ZOOM" to make enlarged or reduced copies in two ways. Change the ratio from 25 to 400% or select the fixed zoom ratio.

Tips

- You can access this function quickly with the ▼ button unless you change the default.
  📖 P.65 "Using the "F1" or "F2" function quickly"
- You can also set the zoom ratio on the basic setting menu.
  📖 P.59 "Enlarging or reducing copies"

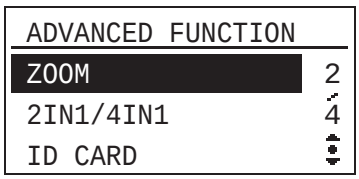
1 Press the [MENU] button to enter the "MENU" mode.

2 Make sure that the first "ADVANCED FUNCTION" is selected.
You can scroll through the menu with the ▼ or ▲ button.



3 Press the [SETTING/OK] button to enter the "ADVANCED FUNCTION" menu.

4 Press the ▼ or ▲ button to select "ZOOM".



5 Press the [SETTING/OK] button.

6 Press the ▼ or ▲ button to select the zoom ratio or "FIXED ZOOM".

Tip

If you select the setting and press the [START] button, you can immediately start copying with the default or current setting. Before you start copying, be sure to place the original in advance.

7 Set the zoom ratio as follows.

If you have selected the zoom ratio at the previous step:

Press the ► or ◄ button to increase or decrease the zoom ratio. You can keep pressing the button to change the ratio quickly.

If you have selected "FIXED ZOOM" at the previous step:

1) Press the [SETTING/OK] button.
2) Press the ▼, ▲, ►, or ◄ button to select the fixed zoom ratio.
   When you select the fixed zoom ratio, for example "A3->A4", the original size A3 is reduced to the copy size A4.

8 Press the [SETTING/OK] button to exit from the menu.
You are ready to start copying with the selected function.

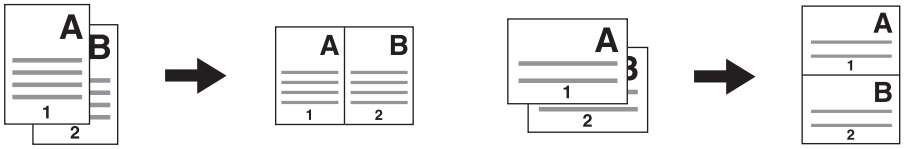
■ Copying two or four pages on each sheet

You can set “2IN1/4IN1” to copy two or four original pages on each sheet of paper.

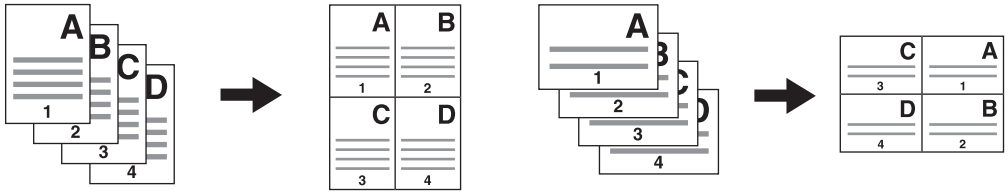
Tip

The page order on a sheet depends on the default you set on the “DEFAULT SETTINGS” menu.
📖 P.128 “Setting the 2in1/4in1 default”

2IN1: Select this setting to copy two pages on a sheet of paper. The default page order is like this illustration.



4IN1: Select this setting to copy four pages on a sheet of paper. The default page order is like this illustration.



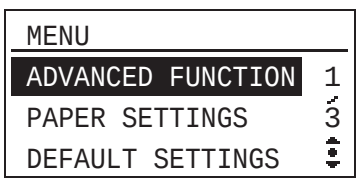
OFF: Select this setting to make this function inactive.

Notes

- This function is not available for some paper sizes. If you have set the prohibited sizes, the LCD screen shows the error message and you cannot make use of this function. Interrupt the operation and change the paper and size in advance.
  📖 P.29 “Preparation 2 - Loading Paper”
  📖 P.38 “Preparation 3 - Registering Loaded Paper”
- You cannot make use of this function together with certain other ones.
  📖 P.165 “Copying Function Combination Matrix”

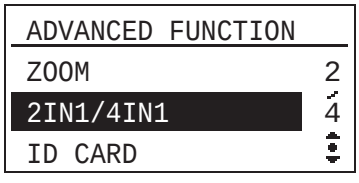
1 Press the [MENU] button to enter the “MENU” mode.

2 Make sure that the first “ADVANCED FUNCTION” is selected.
You can scroll through the menu with the ▼ or ▲ button.



3 Press the [SETTING/OK] button to enter the “ADVANCED FUNCTION” menu.

4 Press the ▼ or ▲ button to select “2IN1/4IN1”.



5 Press the [SETTING/OK] button.

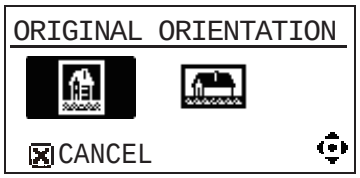
6 Press the ▼ or ▲ button to select “2IN1”, “4IN1”, or “OFF”.

- [2IN1] copies two pages on a sheet of paper.
- [4IN1] copies four pages on a sheet of paper.
- [OFF] makes this function inactive.

7 Press the [SETTING/OK] button.

- If you have selected “2IN1” or “4IN1” at the previous step, the LCD screen shows “ORIGINAL ORIENTATION”. Continue the following steps.
- If you have selected “OFF” at the previous step, you return to the top layer of the menu. You are finished with the setting operation here.

8 Press the ► or ◄ button to select the portrait ( ) or landscape ( ) orientation of the original to copy.



9 Press the [SETTING/OK] button.

The LCD screen shows “ORIGINAL SIZE”.

10 Press the ▼, ▲, ►, or ◄ button to select the size of the original to copy.

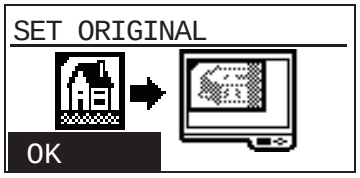
11 Press the [SETTING/OK] button.

The LCD screen shows “SET ORIGINAL” and illustrates how to place the original on the original glass.

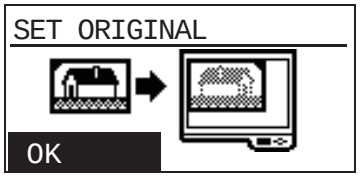
12 Place the first original face down on the original glass.

1) Open the platen cover.
2) Place the original face down on the original glass.
3) Align the original against the left rear corner of the original glass as illustrated on the LCD screen.

Placing the original in portrait orientation



Placing the original in landscape orientation



Note

Be sure to place the original in the same orientation as the one selected at step 8.

13 Press the [SETTING/OK] and/or [START] button.

The equipment starts scanning the original. Wait until the LCD screen shows “NEXT ORIGINAL?”.

- [SETTING/OK] shows the next screen for confirmation. Press the [START] button to start scanning.
- [START] starts scanning immediately.

14 **Place the next original face down on the original glass.**

1) Open the platen cover.
2) Place the original face down on the original glass.
3) Align the original against the left rear corner of the original glass in the same way as the first one.

Note

Be sure to place the original in the same orientation as the one selected at step 8.

15 **Make sure that “YES” is selected.**

If necessary, press the ▼ or ▲ to select “YES” and continue the operation.

16 **Press the [SETTING/OK] or [START] button.**

The equipment starts scanning the original. Wait until the LCD screen shows “NEXT ORIGINAL?”.

17 **Repeat the previous steps 14 to 16 until you finish scanning the last original to copy.**

When you are finished with the last original, go to the next step.

Note

Up to 120 original sheets can be scanned at one time. When the number of sheets to be scanned exceeds 120 or the built-in memory in the equipment becomes full during the scanning of the copy job, scanning stops and “MEMORY IS FULL PRESS ANY KEY” appears on the LCD screen. Press any button on the control panel. The scanned pages are cancelled.

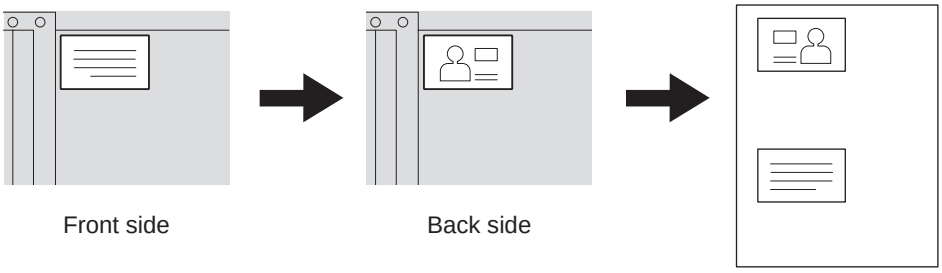
18 **Press the ▼ or ▲ button to select “NO” on the “NEXT ORIGINAL?” menu.**

19 **Press the [SETTING/OK] or [START] button.**

The equipment automatically starts printing two or four original pages on each sheet of paper. The copied pages are reduced to fit on each sheet.

■ Copying both sides of a card on a sheet

You can set “ID CARD” to copy the front and back of a card on a sheet of paper.



Front side Back side

Notes

- The maximum card size is 74 mm x 106 mm (2.9” x 4.2”). For the “ID CARD” function, be sure to use paper larger than 126 mm x 178 mm (5” x 7”).
- You cannot make use of this function together with certain other ones.
  🕮 P.165 “Copying Function Combination Matrix”

Tip

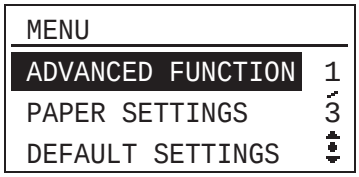
You can access this function quickly with the ▲ button. The button operation varies from region to region.

- For the regions other than Europe:
  🕮 P.63 “Using the “ID CARD” or “DENSITY” function quickly”
- For Europe, if you have not changed the default:
  🕮 P.65 “Using the “F1” or “F2” function quickly”

1 **Press the [MENU] button to enter the “MENU” mode.**

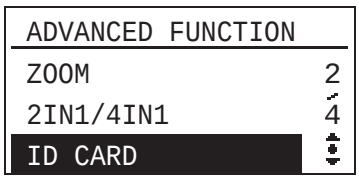
2 Make sure that the first “ADVANCED FUNCTION” is selected.

You can scroll through the menu with the ▼ or ▲ button.



3 Press the [SETTING/OK] button to enter the “ADVANCED FUNCTION” menu.

4 Press the ▼ or ▲ button to select “ID CARD”.



5 Press the [SETTING/OK] button.

6 Press the ▼ or ▲ button to select “ON” or “OFF”.

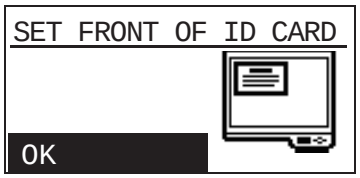
- [ON] makes this function active.
- [OFF] makes this function inactive.

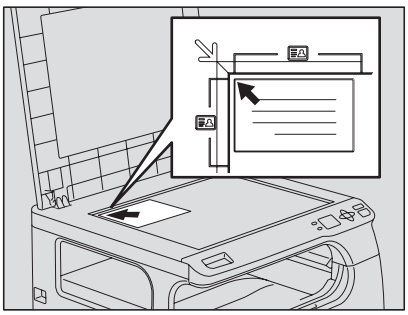
7 Press the [SETTING/OK] button.

- If you have selected “ON” at the previous step, the LCD screen shows “SET FRONT OF ID CARD” and illustrates how to place the card on the original glass. Continue the following steps.
- If you have selected “OFF” at the previous step, you return to the top layer of the menu. You are finished with the setting operation here.

8 Place the front of a card face down on the original glass.

1) Open the platen cover.
2) Place the front surface of the card face down on the original glass.
3) Align the long edge of the card against the left rear corner of the original glass.
   Be sure to place the card in the landscape orientation as illustrated below.





Note

Be sure to place the card within the frame of the original scale.

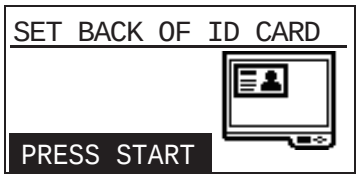
9 **Press the [SETTING/OK] and/or [START] button.**

The equipment starts scanning the front image of the card. Wait until the LCD screen shows “SET BACK OF ID CARD” and illustrates how to place the card on the original glass.

- [SETTING/OK] shows the next screen for confirmation. Press the [START] button to start scanning.
- [START] starts scanning immediately.

10 **Place the back of the card face down on the original glass.**

1) Open the platen cover.
2) Turn over the card and place the back surface face down on the original glass.
3) Align the long edge of the card against the left rear corner of the original glass.
   Be sure to place the card in the landscape orientation as illustrated below.

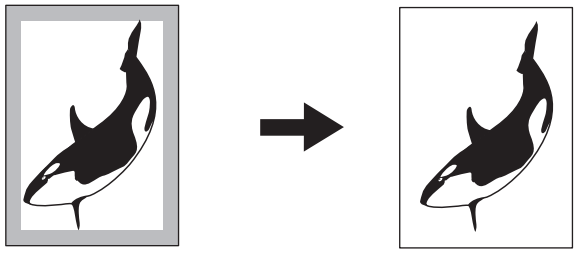


11 **Press the [START] button.**

The equipment starts scanning the back image of the card and then it automatically starts printing the scanned images on a sheet of paper.

■ Erasing the shadow on edges

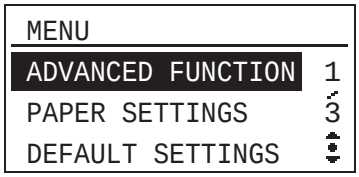
You can set “EDGE ERASE” to erase the shadow on the edges of copies. When you copy thick books, you can erase the surrounding shadow with this function. The area to erase can be changed from 4 mm to 15 mm (0.2” to 0.6”) in increments of 1 mm (0.04”).



1 **Press the [MENU] button to enter the “MENU” mode.**

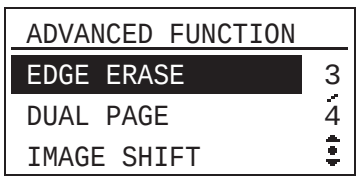
2 **Make sure that the first “ADVANCED FUNCTION” is selected.**

You can scroll through the menu with the ▼ or ▲ button.



3 **Press the [SETTING/OK] button to enter the “ADVANCED FUNCTION” menu.**

4 **Press the ▼ or ▲ button to select “EDGE ERASE”.**



5 **Press the [SETTING/OK] button.**

6 Press the ▼ or ▲ button to select “ON” or “OFF”.

Tip

If you select the setting and press the [START] button, you can immediately start copying with the default or current setting. Before you start copying, be sure to place the original in advance.

7 Press the [SETTING/OK] button.

- If you have selected “ON” at the previous step, the LCD screen shows the value for the area to erase. Continue to the next step.
- If you have selected “OFF” at the previous step, you return to the top layer of the menu. You are finished with the operation.

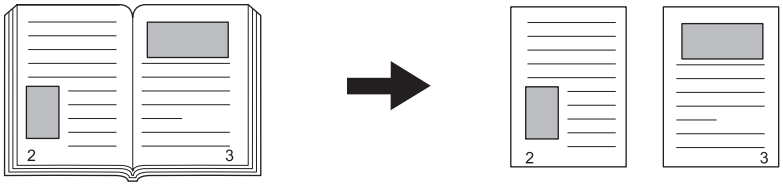
8 Press the ► or ◄ button to increase or decrease the value for the area to erase.

9 Press the [SETTING/OK] button to exit from the menu.

You are ready to start copying with the selected function.

■ Copying the right and left pages of a book separately

You can set “DUAL PAGE” to copy the right and left pages of a book separately. When you copy a book, as it is spread on the original glass, you can copy the right and left pages on two different sheets of paper at a time. You do not need to move the book right and left every time you copy pages. The area between two pages or the margin not to copy can be changed from 8 mm to 30 mm (0.3” to 1.2”) in increments of 1 mm (0.04”).



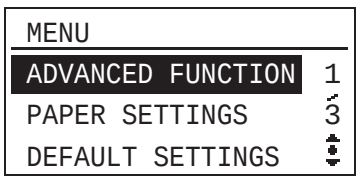
Notes

- This function is not available for some paper sizes. If you have set the prohibited sizes, the LCD screen shows the error message and you cannot make use of this function. Interrupt the operation and change the paper and size in advance.
  📖 P.29 “Preparation 2 - Loading Paper”
  📖 P.38 “Preparation 3 - Registering Loaded Paper”
- You cannot make use of this function together with certain other ones.
  📖 P.165 “Copying Function Combination Matrix”

1 Press the [MENU] button to enter the “MENU” mode.

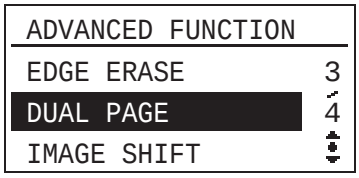
2 Make sure that the first “ADVANCED FUNCTION” is selected.

You can scroll through the menu with the ▼ or ▲ button.



3 Press the [SETTING/OK] button to enter the “ADVANCED FUNCTION” menu.

4 **Press the ▼ or ▲ button to select “DUAL PAGE”.**



5 **Press the [SETTING/OK] button.**

6 **Press the ▼ or ▲ button to select “LEFT BINDING”, “RIGHT BINDING”, or “OFF”.**

- [LEFT BINDING] copies pages from left to right.
- [RIGHT BINDING] copies pages from right to left.
- [OFF] makes this function inactive.

Tip

If you select the setting and press the [START] button, you can immediately start copying with the default or current setting. Before you start copying, be sure to place the original in advance.

7 **Press the [SETTING/OK] button.**

- If you have selected “LEFT BINDING” or “RIGHT BINDING” at the previous step, the LCD screen shows “BOOK MARGIN” or the value for the area not to copy. Continue the following steps.
- If you have selected “OFF” at the previous step, you return to the top layer of the menu. You are finished with the setting operation here.

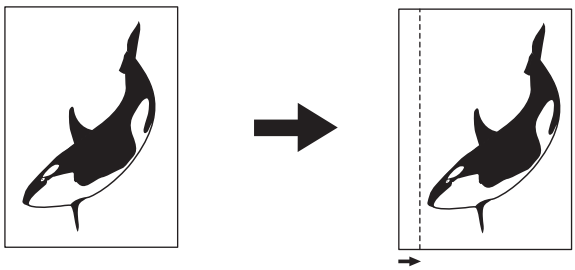
8 **Press the ► or ◄ button to increase or decrease the value for the book margin not to copy.**

9 **Press the [SETTING/OK] button to exit from the menu.**

You are ready to start copying with the selected function.

■ Shifting the pages to the right or left

You can set “IMAGE SHIFT” to shift pages to the right or left. The shifted area can be used as a margin for punching holes or stapling. The margin can be changed from 4 mm to 15 mm (0.2” to 0.6”) in increments of 1 mm (0.04”).



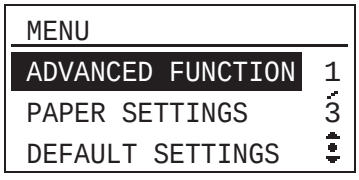
Note

You cannot make use of this function together with certain other ones.
📖 P.165 “Copying Function Combination Matrix”

1 **Press the [MENU] button to enter the “MENU” mode.**

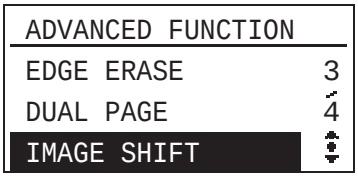
2 **Make sure that the first “ADVANCED FUNCTION” is selected.**

You can scroll through the menu with the ▼ or ▲ button.



3 **Press the [SETTING/OK] button to enter the “ADVANCED FUNCTION” menu.**

4 **Press the ▼ or ▲ button to select “IMAGE SHIFT”.**



5 **Press the [SETTING/OK] button.**

6 **Press the ▼ or ▲ button to select “LEFT MARGIN”, “RIGHT MARGIN”, or “OFF”.**

- [LEFT MARGIN] shifts pages to the right to provide the left margin.
- [RIGHT MARGIN] shifts pages to the left to provide the right margin.
- [OFF] makes this function inactive.

Tip

If you select the setting and press the [START] button, you can immediately start copying with the default or current setting. Before you start copying, be sure to place the original in advance.

7 **Press the [SETTING/OK] button.**

- If you have selected “LEFT MARGIN” or “RIGHT MARGIN” at the previous step, the LCD screen shows the value for the margin. Continue the following steps.
- If you have selected “OFF” at the previous step, you return to the top layer of the menu. You are finished with the setting operation here.

8 **Press the ► or ◄ button to increase or decrease the value for the margin.**

9 **Press the [SETTING/OK] button to exit from the menu.**

You are ready to start copying with the selected function.

■ Storing the copy functions for frequent use

Once you have set the following functions and settings, you can save them in three “JOB MEMORY” areas and recall one of them for frequent use. The saved functions and settings are retained until you change them. They are not deleted by turning off the power.

Functions	Settings*1	Reference Page
Quantity (the number of copies)	**1** - 99 copies	🕮 P.53 “Making one or more copies”
PAPER TYPE*2	**PLAIN**, THICK1, THICK2, ENVELOPE, TRANSPARENCY	🕮 P.39 “Registering the size and type of paper loaded on the bypass tray”
DENSITY	**AUTO**, Manual (9 steps)	🕮 P.57 “Changing the density to copy” 🕮 P.68 “Adjusting the density to the copy”
ORIGINAL MODE	**TEXT/PHOTO**, TEXT, PHOTO, BACKGROUND ERASE	🕮 P.58 “Changing the original mode to copy” 🕮 P.69 “Adjusting the original mode to the copy”
FINISHING	**NONSORT**, SORT, ROTATE SORT	🕮 P.70 “Sorting pages in the same order as the original”
ZOOM	Manual Zoom (25 - **100** - 400%), FIXED ZOOM	🕮 P.59 “Enlarging or reducing copies” 🕮 P.72 “Zooming in or out to the copy”
2IN1/4IN1	2IN1, 4IN1, **OFF**	🕮 P.73 “Copying two or four pages on each sheet”
ID CARD	ON, **OFF**	🕮 P.75 “Copying both sides of a card on a sheet”
EDGE ERASE	ON (4 mm - 15 mm/0.2” - 0.6”), **OFF**	🕮 P.77 “Erasing the shadow on edges”
DUAL PAGE	LEFT BINDING (8 mm - 30 mm/0.3” - 1.2”), RIGHT BINDING (8 mm - 30 mm/0.3” - 1.2”), **OFF**	🕮 P.78 “Copying the right and left pages of a book separately”
IMAGE SHIFT	LEFT MARGIN (4 mm - 15 mm/0.2” - 0.6”), RIGHT MARGIN (4 mm - 15 mm/0.2” - 0.6”), **OFF**	🕮 P.79 “Shifting the pages to the right or left”

*1 The default settings are boldfaced and underlined.
*2 “PAPER TYPE” is set only for the bypass tray. The drawer can hold only plain paper and the paper type setting is fixed.

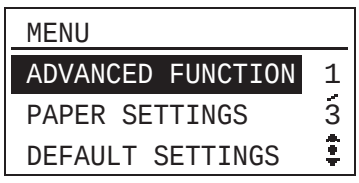
❑ Saving the job memories

You can save three sets of the functions and settings in “JOB MEMORY1”, “JOB MEMORY2”, and “JOB MEMORY3”. Follow the steps below to save the job memories.

1 Set the functions and settings that you want to save in the memory.
The current functions and settings are saved in a job memory.

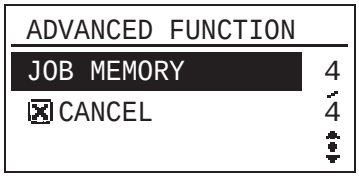
2 Press the [MENU] button to enter the “MENU” mode.

3 Make sure that the first “ADVANCED FUNCTION” is selected.
You can scroll through the menu with the ▼ or ▲ button.



4 Press the [SETTING/OK] button to enter the “ADVANCED FUNCTION” menu.

5 Press the ▼ or ▲ button to select “JOB MEMORY”.



6 Press the [SETTING/OK] button.

7 **Press the ▼ or ▲ button to select “MEMORY”.**

8 **Press the [SETTING/OK] button.**

9 **Press the ▼ or ▲ button to select “JOB MEMORY1”, “JOB MEMORY2”, or “JOB MEMORY3”.**

The functions and settings are saved in the selected memory.

10 **Press the [SETTING/OK] button to exit from the menu.**

You are ready to start copying with the saved job memory.

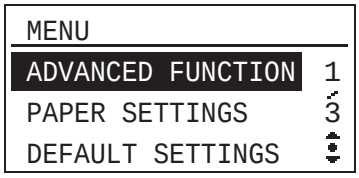
❑ Recalling the job memory

Once you save the functions and settings in “JOB MEMORY1”, “JOB MEMORY2”, and “JOB MEMORY3”, you can recall the job memory to use. Follow the steps below.

1 **Press the [MENU] button to enter the “MENU” mode.**

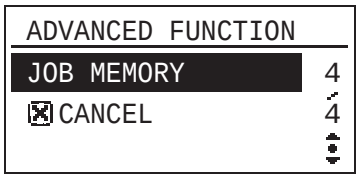
2 **Make sure that the first “ADVANCED FUNCTION” is selected.**

You can scroll through the menu with the ▼ or ▲ button.



3 **Press the [SETTING/OK] button to enter the “ADVANCED FUNCTION” menu.**

4 **Press the ▼ or ▲ button to select “JOB MEMORY”.**



5 **Press the [SETTING/OK] button.**

6 **Press the ▼ or ▲ button to select “RECALL”.**

7 **Press the [SETTING/OK] button.**

8 **Press the ▼ or ▲ button to select “JOB MEMORY1”, “JOB MEMORY2”, or “JOB MEMORY3”.**

The selected job memory is recalled.

9 **Press the [SETTING/OK] button to exit from the menu.**

You are ready to start copying with the recalled job memory.

3

PRINT FUNCTIONS

This chapter describes the print functions.

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Basic Print Procedure

This equipment supports printing from Windows applications. Before you start printing with this equipment, make sure that you have installed the printer driver.
P.41 “Preparation 4 - Installing Printer and Scanner Drivers”

■ Before using the printer driver

Before you start printing, configure the equipment on the [Configuration] tab of the printer driver.
P.103 “Configuration tab”

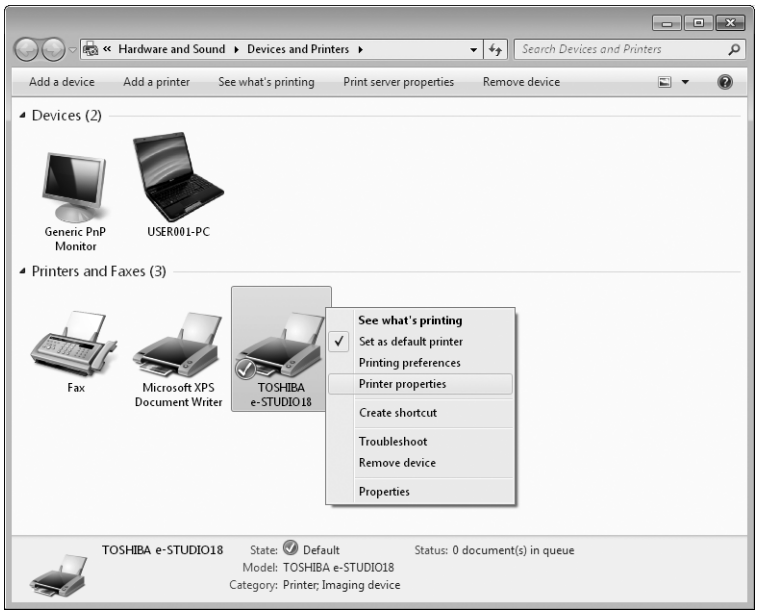
Note

When you configure the equipment, you must log on Windows with a user account that allows you to install or uninstall client software (e.g. administrator privilege). When you use Windows 7, Windows Vista, Windows Server 2008, or Windows Server 2008 R2, you can temporarily change your user account to the one noted above with its User Account Control function. Ask your administrator for the details.

1 Open the Devices and Printers folder, Printers and Faxes folder, or Printers folder.

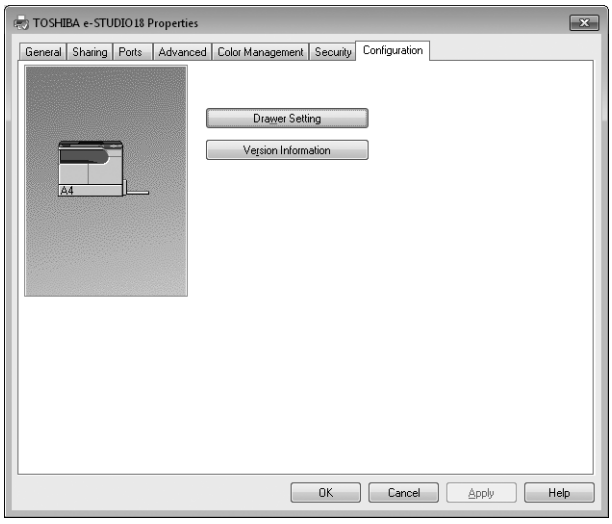
The folder names depend on the version of Windows.

2 Right-click your printer and then select [Printer properties] or [Properties] from the menu.



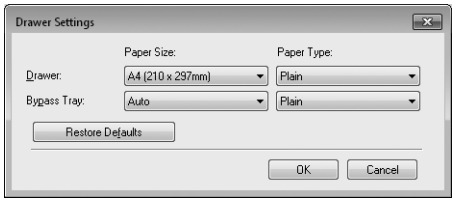
When you use Windows 7, some tab menus have a button in the printer driver properties. To change the properties, click it. If the properties cannot be changed, ask your system administrator.

3 **Open the Configuration tab.**



4 **Click [Drawer Setting].**
The Drawer Settings dialog box appears.

5 **Set the following options and click [OK].**



- **Paper Size**
  Select the size of paper loaded in drawer. The paper size for the bypass tray is fixed to “Auto”.
- **Paper Type**
  Select the type of paper loaded on the bypass tray. The paper type for the drawer is fixed to “Plain”.
- **Restore Defaults**
  If you want to restore the settings, click this button.

Note

The “Auto” paper size setting for the bypass tray depends on the paper size you set on the equipment. Be sure to set the paper size in the “MENU” mode.
P.39 “Registering the size and type of paper loaded on the bypass tray”

6 **Click [Apply] and [OK] to save the settings.**

■ Printing from Windows applications

Once you have installed the printer driver, you can print directly from Windows applications. Simply choose the Print command from within your application. You can print with the various functions by setting print options on the printer driver. The operation and command names you use vary from application to application. The following procedure explains how you print from Adobe Reader as an example. For other applications, see the corresponding manuals.

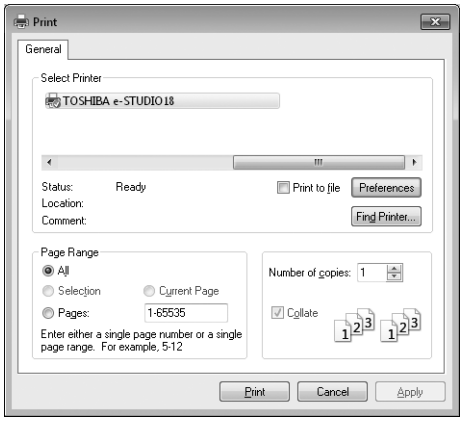
Consideration to the application and print driver settings

Some options listed in the printer driver can also be set from an application, for example, collation. Using collation or the sort function in the application may cause problems. In that case, use the driver option to perform the function, rather than setting it from the application. But depending on the application, settings such as the orientation may need to be set in the application, or the printer driver, or both. The application may not set up the file properly for printing on this equipment and may also take longer to process. In order to print properly from your application, see the corresponding manual.

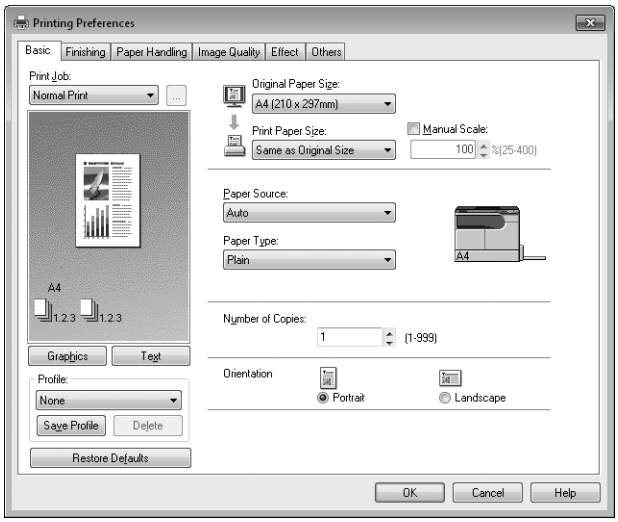
1 **Open a file and select [Print] from the [File] menu of the application.**
The Print dialog box appears.

2 Select the printer driver of the equipment and click [Preferences].

The printer properties dialog box appears.



3 Set the print options on each tab.

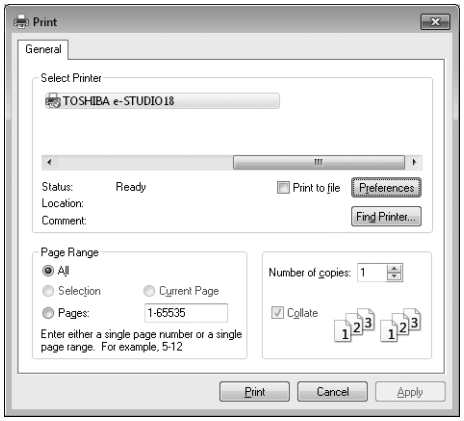


- Setting the print options varies depending on how you want to print a document.
  P.93 “Print Options”
- You can also set the print options using setting profiles.
  P.91 “Using print profiles”

4 Click [OK] to save the settings.

5 **Click [Print] to print a document.**

The button name to print varies from application to application.



Note

If the equipment does not have enough memory space to store the receiving print data, the LCD screen shows the memory error message. The equipment can print the received print data but it cannot print the data received after the memory error. Press any button on the control panel, so that the equipment returns to the standby state. Turning off and on the equipment can also release the error state but all print jobs in the memory are deleted.

After printing starts, the status monitor, which is the utility software installed with the printer driver, becomes active so that you can monitor the current print job.

P.88 “Status Monitor”

■ Cancelling print jobs

After you have started printing from your application, you can cancel print jobs in two ways:

From the Windows print queue

You can clear the print jobs, which are waiting to be printed, from Windows print queue. Open the print queue of your printer driver from “Printers and Faxes” and clear the print jobs that you want to cancel. For the details, see Windows Help.

With a touch of button

You can cancel the print job, which the equipment has received in its memory, with the control panel buttons of the equipment.

1. Press the [CLEAR/STOP] button while printing.
2. Select “YES” to the “CANCEL JOB?” message.
3. Press the [SETTING/OK] button.

Status Monitor

The status monitor is utility software that is installed with the printer driver. It can monitor the current print job and the current status of the equipment.

■ Monitoring the print status and reporting print errors

When you print a document for the first time, the “Status Notify” icon of the status monitor appears in the notification area on the Windows taskbar.

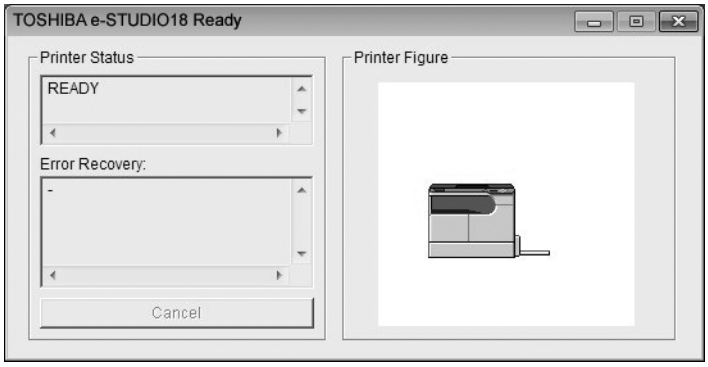
The icon changes according to the status of the equipment.

- is a “Ready” icon that indicates the equipment is ready to print.
- is a “Warning” icon that prompts you to take action as soon as possible.
- is an “Error” icon that prompts you to take a troubleshooting action soon.
  If any error occurs, the LCD screen also shows the error message.

You can double-click the icon, or right-click it and select “Start” to open the status monitor dialog and see the detailed information.

Tip

If you right-click the “Status Notify” icon and select “Exit”, the status monitor terminates the operation.



■ Status monitor messages

The status monitor shows the following messages.

Status Icon	Printer Status	Error Recovery
No icon	READY	-
No icon	WARMING UP	-
No icon	CANCELING JOB	-
No icon	COPYING	-
No icon	SCANNING	-
No icon	PRINTING	-
No icon	ADDING TONER	-
	Printer Power Off (Communication Error)	1. Check whether the printer is turned on. 2. Check the printer power cord. 3. Check that the printer is connection with IO port.
	Power Save Mode	-
	Paper Jam in Drawer	Please Open Cover And Remove Paper.
	Paper Jam in Bypass Tray	Please Open Cover And Remove Paper.

Status Icon	Printer Status	Error Recovery
	Paper Jam in Printer	Please Open Cover And Remove Paper.
	Paper Ejection Jam	Please Open Cover And Remove Paper.
	Paper Size Error	Please Set Correct Size Or Cancel Job.
	Front Cover Open	Please Close Cover.
	Side Cover Open	Please Close Cover.
	Toner Low (Black)	-
	Black Toner Empty	Please Refill Black Toner.
	Toner Not Recognized	Please Check Toner.
	Paper Empty in Drawer	Please Add Paper.
	Standard Output Tray Paper Full	Please Remove Paper.
	Main Motor Error	Please Contact Service Technician.
	Polygonal Motor Error	Please Contact Service Technician.
	Fuser Error	Please Contact Service Technician.
	Fatal Error	Please Contact Service Technician.
	Paper Type Error	Please Press Start Key Or Cancel Job.
	Memory full	Please Press Any Key.
	Paper Empty in Bypass tray	Please Add Paper.
	The front-sided printing has been accomplished.*	Turn the paper over to print on the back side and put it on the bypass tray. Then, press start.

* This message appears when you use the manual 2-sided printing feature.

How to Set Print Options

Print options are the attributes that controls print jobs.

Tip

To find the printing instructions for your specific needs, see the page below.
P.104 “How to Use Useful Print Functions”

■ Setting print options

There are two ways to set the initial print options for all print jobs and ones for each print job. The setting tabs vary depending on how you open the setting dialog box.

❑ Setting the initial print options for all print jobs

When you select the printer in the Devices and Printers or Printers folder on the Windows Start menu and open the printer preferences or properties dialog box, you can set the initial print options for all print jobs. Every time you print, you do not want to change the common print options, for example, paper size and orientation. It is convenient to set these options as initial values.

- Open the printer preferences dialog box to make various print options on the Basic, Finishing, Paper Handling, Image Quality, Effect, and Others tabs.
- Open the printer properties dialog box to make the equipment settings on the Configuration tab.

Note

If you are prompted for an administrator password or confirmation, enter the password or provide confirmation. For the details, see the Windows help.

How to set print options in Windows 7

1. **Click [Start], and then click [Devices and Printers].**
2. **Right-click your printer, and then select [Printing preferences] or [Printer properties].**
3. **Set the print options, and then click the [OK] button to close the dialog box.**
P.93 “Print Options”

How to set print options in Windows Vista/Server 2008

1. **Click [Start], [Control Panel], [Hardware and Sound] and select [Printers].**
2. **Right-click your printer and select [Printing Preferences] or [Properties].**
3. **Set the print options, and then click the [OK] button to close the dialog box.**
P.93 “Print Options”

How to set print options in Windows 2000/XP/Server 2003

1. **Click [Start], [Settings], and select [Printers and Faxes].**
You may skip [Settings] according to the versions.
2. **Right-click your printer and select [Printing Preferences] or [Properties].**
3. **Set the print options, and then click the [OK] button to close the dialog box.**
P.93 “Print Options”

❑ Setting the print options for each print job

When you open the Print dialog box from within an application, you can set the print options for the current print job. You sometimes want to change the initial print options specific to each print job. The method you open the print dialog box varies from application to application. For the details, see the application’s manual. The following is the typical procedure.

1. **Click the [File] menu and select [Print] within an application.**
2. **Select your printer and click [Preferences].**

3 Set the print options, and then click the [OK] button to close the dialog box.

P.93 “Print Options”

Now that you have set the print options, click [Print] to start printing the current print job with them.

■ Using print profiles

You can save print options as profiles so that you can easily load specifically configured settings for a particular job.
In order to print a document using profiles, you should create profiles first.

P.91 “Saving profiles”

Once you save profiles, you can load the settings for a particular job to print.

P.92 “Loading profiles”

You can also delete the profiles that you no longer need.

P.92 “Deleting profiles”

❑ Saving profiles

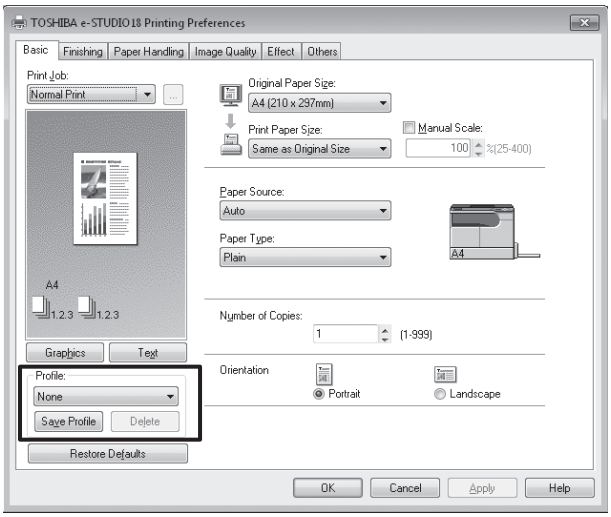
You can save up to 20 profiles.

1 Set the print options on each tab.

Set the print options, referring to the pages below.

P.93 “Print Options”

2 Click [Save Profile] at the Profile group.



The Profile Name dialog box appears.

3 Enter a profile name and click [OK].

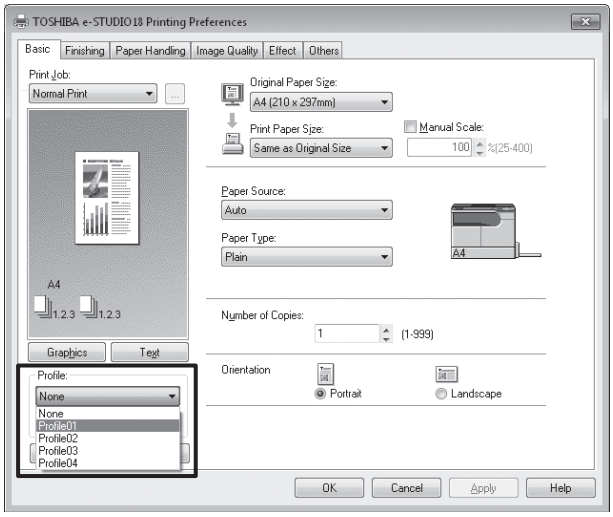
The file name can be up to 63 characters long.

Tip

If you enter the existing name, you are prompted to confirm whether you want to overwrite it.

❑ Loading profiles

1 Select the profile from the “Profile” list.



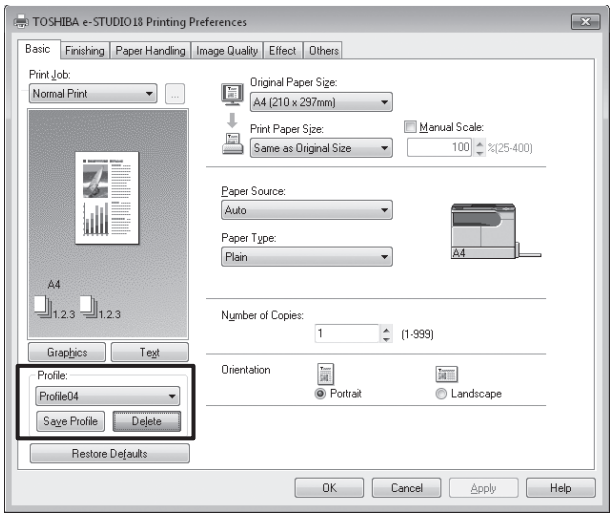
Note

The “None” profile cannot restore the print options to the initial settings. If you want to restore the profile, select one and click [Restore Defaults].

2 Click [OK].

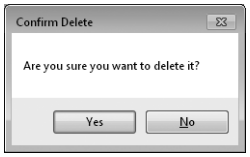
❑ Deleting profiles

1 Select the profile that you want to delete from the “Profile” list, and click [Delete].



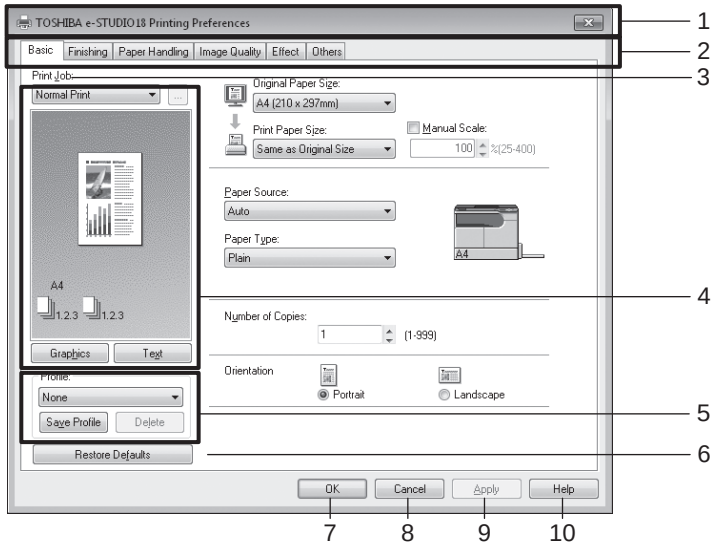
The Confirm Profile Delete dialog box appears.

2 Click [Yes] to delete the selected profile.



Print Options

This section describes the print options available on each tab of the printer driver. The following Windows 7 screen appears when you right-click your printer in the Devices and Printers folder and select [Printing preferences] from the menu. The methods and command names depend on the versions of Windows. For other versions, see the page below.
P.90 “Setting the initial print options for all print jobs”



1) Printer name
The name of your printer driver appears on top.

2) Menu tabs
The menu items of the printer driver are arranged as tabs. Click a tab to show the print options available on each tab.

- **Basic tab**
  The Basic tab contains basic print options, such as original paper size, print paper size, paper source, paper type, number of copies, and orientation.
  P.95 “Basic tab”
- **Finishing tab**
  The Finishing tab allows you to use sort printing, manual 2-side printing, and multiple pages per sheet printing.
  P.96 “Finishing tab”
- **Paper Handling tab**
  The Paper Handling tab contains the options to print front and back covers.
  P.98 “Paper Handling tab”
- **Image Quality tab**
  The Image Quality tab allows you to control how images are printed. You can easily select the appropriate image quality for each type of print job.
  P.99 “Image Quality tab”
- **Effect tab**
  The Effect tab allows you to use watermarks, overlay images, and other print effects.
  P.100 “Effect tab”
- **Others Tab**
  The Others tab contains the options to save toner, ignore blank pages, show the version information, and restore all default settings.
  P.102 “Others tab”
- **Configuration tab**
  The Configuration tab allows you to configure the drawer settings, see the version information, and restore the print options to the default settings. This tab appears only when you open the dialog box with the Printer properties command from the Devices or Properties folder or the Properties command in the Printers and Faxes folder. The command names depend on the version of Windows.
  P.103 “Configuration tab”

3) Print Job
This menu allows you to select the following options.

- **Normal Print**
  Select this option to print a job normally. When you want to print normally in most cases, be sure to select it.

- **Print to Overlay File**
  Select this option to save a print job as a file that can be overlaid on other documents. When you select this option, click the button on the right and enter a file name to save it. For example, if you want to print a master page image on the background of a document, you can use this option to create an overlay file of the master page image so that you can print a document with the overlay file by selecting it from the Overlay Image menu on the Effect tab.
  📖 P.109 “Printing overlays”

  Notes

  - If the image file contains more than one page, only the first one is saved as an overlay file.
  - The overlaying image file and overlaid documents must have the same paper size and orientation.

4) Preview window
In the Preview window, you can check the current settings of the printer driver. Click [Graphics] to show the settings graphically or [Text] to express them in words.

5) Profile
You can save the print options for frequent use. Click [Save Profile] to save them so that you can easily load a set of print options by selecting the name from the menu.
📖 P.91 “Using print profiles”

6) [Restore Defaults]
Click this button to restore the print options to the factory default settings.

7) [OK]
Click this button to complete setting the print options.

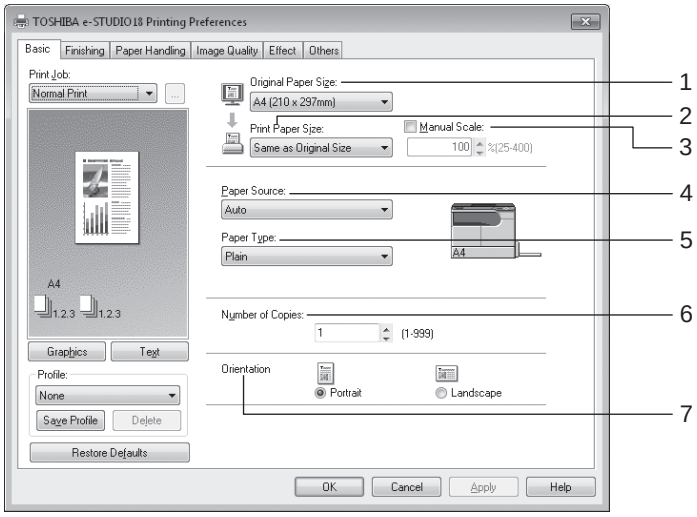
8) [Cancel]
Click this button to cancel the operation and exit from the dialog box.

9) [Apply]
Click this button to enable the print options without closing the dialog box. This button remains grayed out until you change the settings. This button appears only when you open the dialog box with the Printer properties command from the Devices or Properties folder or the Properties command in the Printers and Faxes folder. The commands depend on the version of Windows.

10) [Help]
Click this button to see HELP for the printer driver.

■ Basic tab

The Basic tab contains basic print options, such as original paper size, print paper size, paper source, paper type, number of copies, and orientation.



1) Original Paper Size

This option selects the original size of the document to print. Available original paper sizes are listed below:

- A3 (297 x 420mm)
- A4 (210 x 297mm)
- A5 (148 x 210mm)
- B4 (257 x 364mm)
- B5 (182 x 257mm)
- Folio (210 x 330mm)
- Ledger (11 x 17")
- Legal (8 1/2 x 14")
- Letter (8 1/2 x 11")
- Statement (5 1/2 x 8 1/2")
- Computer (10 1/8 x 14")
- 13"LG (8 1/2 x 13")
- 8K (270 x 390mm)
- 16K (195 x 270mm)
- Env-Com10 (4 1/8 x 9 1/2")
- Env-Monarch (3 7/8 x 7 1/2")
- Envelope DL (110 x 220mm)
- Envelope You-4 (105 x 235mm)
- Envelope Cho-3 (120 x 235mm)

2) Print Paper Size

Select this option to enlarge or reduce a page image to fit exactly in the selected original paper size. If you do not enlarge or reduce printing, select "Same as Original Size".

3) Manual Scale

Check this box and enter the zoom ratio manually to enlarge or reduce print images. You can set any integer from 25 to 400(%) for the zoom ratio. This is not available when the drawer is selected for "Paper Source".

4) Paper Source

This option selects the paper source. Select a paper source that correlates with the printing size.

- **Auto** — The paper source is automatically selected according to the document size.
- **Bypass Tray** — Paper is fed from the bypass tray. The bypass tray supports "Plain", "Thick 1", "Thick 2", and "Transparency" paper types.
- **Drawer** — Paper is fed from the drawer. The drawer supports "Plain" paper type only.

5) Paper Type

This option sets the media type of the paper. When you select "Thick 1", "Thick 2", or "Transparency", "Paper Source" is automatically set to "Bypass Tray".

- **Plain** — Select this when printing on plain paper (64 - 80 g/m^2, 17 - 20 lb. Bond).
- **Thick 1** — Select this when printing on thick paper (81 - 105 g/m^2, 21 - 28 lb. Bond).
- **Thick 2** — Select this when printing on thick paper (106 - 163 g/m^2, 29 lb. Bond - 90 lb. Index).
- **Transparency** — Select this when printing on transparent sheets. The supported paper size is A4 or Letter only.

6) Number of Copies

This option sets the number of copies to print. You can set any integer from 1 to 999.

Note

If you set many copies for many pages, which exceeds the memory capacity of this equipment, a memory error may occur. The status monitor shows the error, and the Alert lamp blinks and the error message appears on the LCD screen. Press any button of this equipment to cancel the print job.

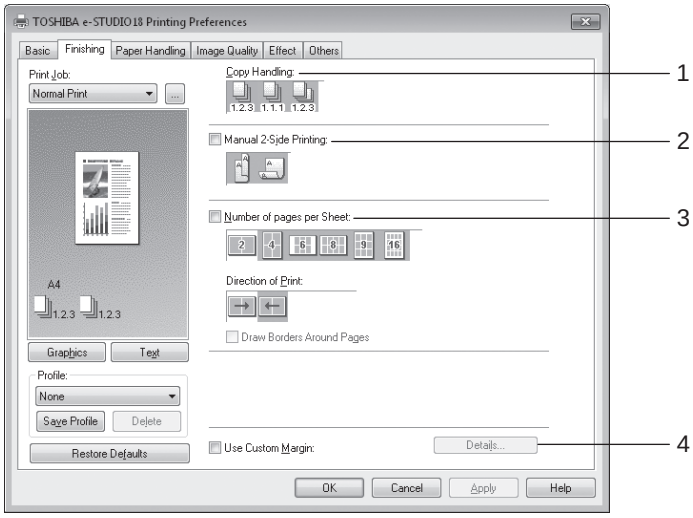
7) Orientation

This option sets the printing direction on paper.

- **Portrait** — Documents are printed in the portrait direction.
- **Landscape** — Documents are printed in the landscape direction.

■ Finishing tab

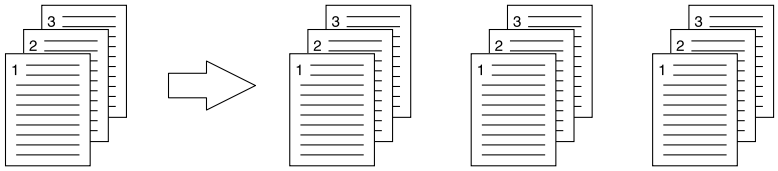
The Finishing tab allows you to use sort printing, manual 2-side printing, and multiple pages per sheet printing.



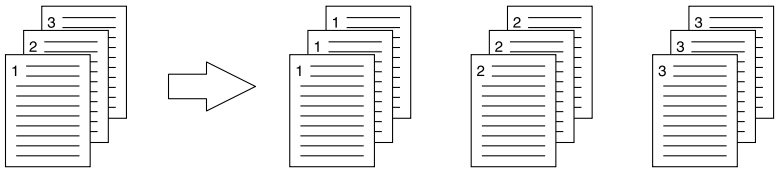
1) Copy Handling

This option sets how to sort the printed documents when numerous copies are made for printing.

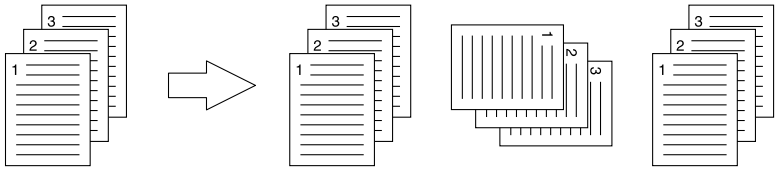
- **Sort Copies** — Select this for sort-printing (1, 2, 3... 1, 2, 3...).



- **Group Copies** — Select this for group-printing (1, 1, 1... 2, 2, 2... 3, 3, 3...).



- **Rotated Sort Copies** — Select this for rotate sort-printing.



Notes

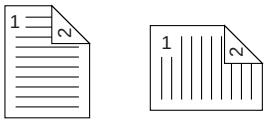
- You need to set more than two copies in the Number of Copies box to use “Group Copies” and “Rotated Sort Copies”.
- You need to select “A4”, “B5”, “Letter”, or “16K” at the “Print Paper Size” option to use “Rotated Sort Copies”. Be sure to load the same size and type of paper in the different portrait and landscape orientations in the drawer and the bypass tray.

2) Manual 2-Side Printing

This option enables you to select the binding position and print on both sides of paper manually. After all front sides of paper are printed, turn over the document and press the [START] button to print all back sides.

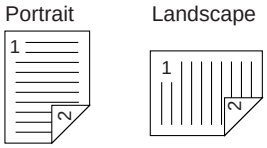
- **None** — Clear the check box if you do not want to print on both sides of paper.
- **Book** — Select the check box and click the left icon to print on both sides of paper and bind the document along the vertical side so that you can turn over pages to the right and left.

Portrait Landscape



- **Tablet** — Select the check box and click the right icon to print on both sides of paper and bind the document along the horizontal side so that you can turn over pages upward and downward.

Portrait Landscape



Note

Be sure to select the following settings on the Basic tab to use this print option:

- Any paper size other than envelopes from the “Print Paper Size” list. You cannot use envelopes.
- “Bypass Tray” from the “Paper Source” list. You need to load paper manually from the bypass tray.
- “Plain” or “Thick 1” from the “Paper Type” list. You cannot use “Thick 2” and “Transparency”.

3) Number of pages per Sheet

This option enables you to print multiple pages on one sheet. The pages are reduced to the selected paper size automatically and printed.

- **2 pages** — Select this to print 2 pages on one sheet.
- **4 pages** — Select this to print 4 pages on one sheet.
- **6 pages** — Select this to print 6 pages on one sheet.
- **8 pages** — Select this to print 8 pages on one sheet.
- **9 pages** — Select this to print 9 pages on one sheet.
- **16 pages** — Select this to print 16 pages on one sheet.

Direction of print

This option sets how the pages are arranged on one sheet.

- **Left to Right** — Select this to arrange two pages from left to right or four or more pages from left to right and then from top to bottom on one sheet.
- **Right to Left** — Select this to arrange two pages from right to left or four or more pages from right to left and then from top to bottom on one sheet.
- **Left to Right by column** — Select this to arrange four or more pages from top to bottom and then from left to right on one sheet.
- **Right to Left by column** — Select this to arrange four or more pages from top to bottom and then from right to left on one sheet.

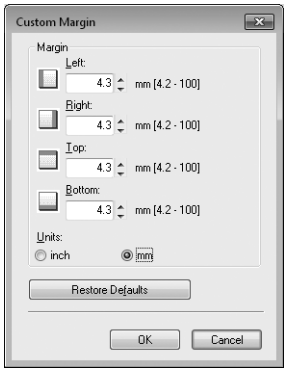
Draw Borders Around Pages

Select the check box to print borders around each page.

4) Use Custom Margin

This option enables you to set the custom margins. You usually set margins in your application. If you cannot set them in the application, use this option. Select the check box and click “Details” to open the dialog box. Select “Units”, set the right, left, top, and bottom margins, and then click [OK] to enable them.

- **Margin** — Enter the value from 4.2 mm to 100 mm/ 0.17 inches to 3.94 inches.
- **Units** — Select the unit, “inch” or “mm”, for values.
- **Restore Defaults** — Click this button to restore the margins to the default settings.

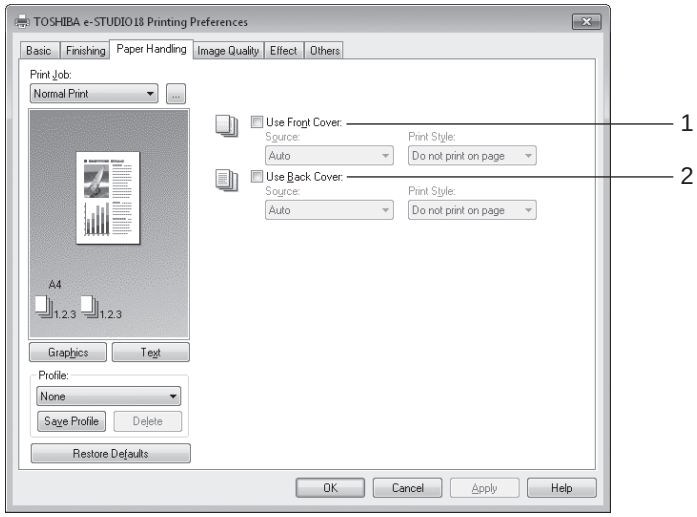


Note

If the application has the function to set margins, be sure to set them in the application.

■ Paper Handling tab

The Paper Handling tab contains the options to print front and back covers. You can also use these options to insert a different type of paper between print jobs such as documents and chapters.



1) Use Front Cover

This option prints the front cover, loading paper from a paper source other than the one set at the Paper Source option on the Basic tab. Select the check box and select the paper source and the print style.

Source

Select the paper source from which front cover sheets are fed.

Note

When “Auto” is selected, the paper source is automatically selected according to the document size.

Print Style

Select how you want to print a cover.

- **Do not print on page** — Select this to insert a blank front cover pages.
- **Print one side of the page** — Select this to print the first page on a front cover.

Note

If “Manual 2-Side Printing” and “Print on one side of page” are selected, the first page is printed on the front cover and the second one is blank.

2) Use Back Cover

This option prints the back cover, loading paper from a paper source other than the one set at the Paper Source option on the Basic tab. Select the check box and select the paper source and the print style.

Source

Select the paper source from which a back cover sheet is fed.

Note

When “Auto” is selected, the paper source is automatically selected according to the document size.

Print Style

Select how you want to print a cover.

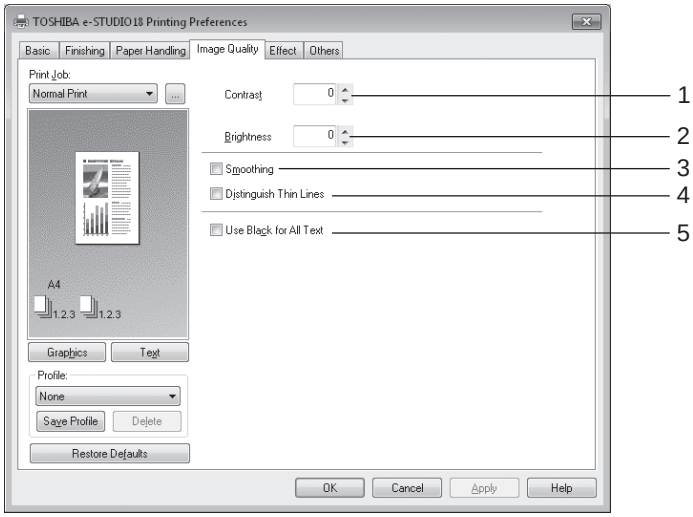
- **Do not print on page** — Select this to insert a blank back cover pages.
- **Print one side of the page** — Select this to print the first page on a back cover.

Note

If “Manual 2-Side Printing” and “Print on one side of page” are selected, the first page is printed on the back cover and the second one is blank.

■ Image Quality tab

The Image Quality Tab allows you to select how images are printed. You can easily select the appropriate image quality depending on the type of the document.



1) Contrast

This option adjusts the contrast of print images from -50 to 50.

2) Brightness

This option adjusts the brightness of print images from -50 to 50.

3) Smoothing

Select the check box to print text and graphic images smoothly.

4) Distinguish Thin Lines

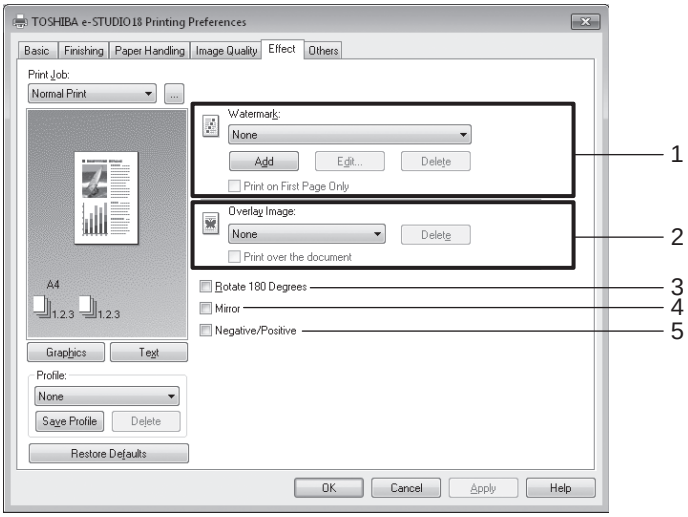
Select the check box to print thin lines clearly.

5) Use Black for All Text

Select the check box to print all text in 100% black except white text.

■ Effect tab

The Effect tab contains print options that add print effects such as watermarks, overlay images, and so on.



1) Watermark

This option adds a text watermark to the first page or all pages of documents; in contrast, the overlay image option adds images. Select the watermark to use from the list.

- **None** — Select this to print no watermarks.

The following watermarks are available as predefined ones:

- TOP SECRET
- CONFIDENTIAL
- DRAFT
- ORIGINAL
- COPY

[Add]

Click this button to create a new watermark. You can add up to 15 watermarks.

📖 P.101 “Add/Edit watermark”

[Edit]

Select a watermark from the Watermark list and click this button to edit it.

📖 P.101 “Add/Edit watermark”

[Delete]

Select a watermark from the Watermark list and click this button to delete it.

Notes

- Once you delete the predefined watermarks, you cannot restore them.
- “None” cannot be deleted.

Print on First Page Only

Select this check box to print a watermark on the first page only. This setting is available when you select any watermark from the Watermark list.

2) Overlay Image

This option adds an overlay image to documents; in contrast, the watermark option adds text only.

Tip

When you want to use overlay image printing, you need to create an overlay image with your application first and then print it as an overlay file. For the details about overlay printing, see the page below.

📖 P.109 “Printing overlays”

[Delete]

Click this button to delete the overlay image that you select from the list.

Print over the document

Check this button to print the image over the document.

3) Rotate 180 Degrees

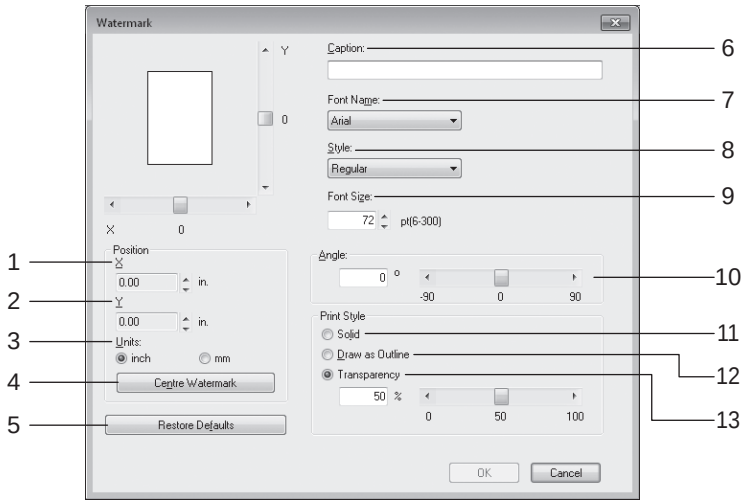
Select this check box to rotate the print image by 180 degrees.

4) Mirror
Select this check box to mirror the print image.

5) Negative/Positive
Select this check box to invert the negative or positive print image.

❑ Add/Edit watermark

When you click [Add] or [Edit] on the Effect tab, the Watermark dialog box appears so that you can create new watermarks or edit the selected ones.



1) X Position
The horizontal position of the watermark is displayed. You can change the position using the horizontal scroll bar.

2) Y Position
The vertical position of the watermark is displayed. You can change the position using the vertical scroll bar.

3) Units
Select the unit for the “X Position” and “Y Position” field.

4) [Center Watermark]
Click this to automatically move the watermark position to the center.

5) [Restore Defaults]
Click this to restore the settings displayed in the [Watermark] dialog box to the original factory defaults.

6) Caption
Enter the text of the watermark. You can enter up to 63 alphanumeric characters. When you are editing a watermark, the selected watermark text is displayed in the field.

7) Font Name
Select the font to use for the watermark text.

8) Style
Select the font style for the watermark text.
- **Regular** — Select this to set the regular style to the text.
- **Bold** — Select this to set the bold style to the text.
- **Italic** — Select this to set the italic style to the text.
- **Bold Italic** — Select this to set the bold and italic style to the text.

9) Font Size
Enter the font size for the watermark text. The font size can be set from 6 to 300 points in increments of 1 point.

10) Angle
Enter the degree of the angle to rotate the watermark text. The angle can be set from -90 to 90 degrees in increments of 1 degree. You can also adjust the angle by moving the scroll bar.

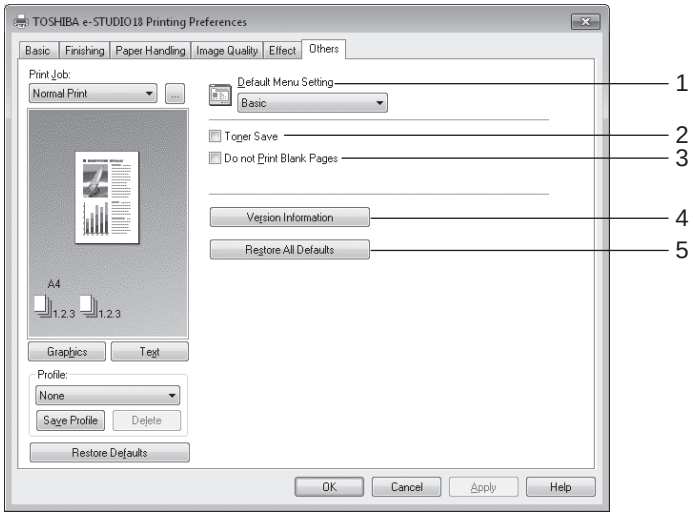
11) Solid
Select this to print a solid type of watermark.

12) Draw as Outline
Select this to print an outline type of watermark.

13) Transparency
Select this to print a transparent watermark. When you select this, set the brightness from 0 (darker) to 100% (lighter) in increments of 1%. You can also adjust the brightness using the scroll bar.

■ Others tab

The Others tab contains the options to save toner, ignore blank pages, show the version information, and restore all default settings.



1) Default Menu Setting
This option allows you to select the tab that appears first when you open the dialog box.

2) Toner Save
Select this check box to print in the toner save mode.

Note

When the toner save mode is enabled, printing may become light.

3) Do not Print Blank Pages
Select this check box to ignore blank pages for printing.

Notes

- If the watermark option is enabled, all pages are printed even when the content is blank.
- If the blank pages have a header or footer, they are printed.

4) Version Information
Click this button to show the version of the printer driver.

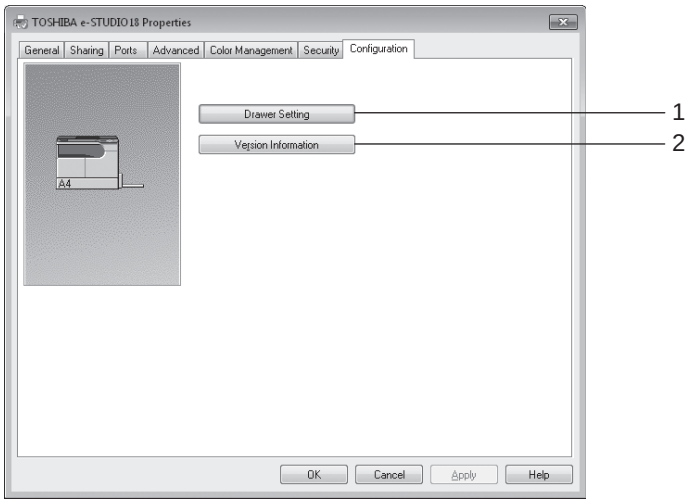
5) Restore All Defaults
Click this button to restore all print options to the default settings. Click [OK] on the confirmation dialog box to start restoring or [Cancel] to stop it.

■ Configuration tab

The Configuration tab allows you to configure the drawer settings, see the version information, and restore the print options to the default settings. This tab appears only when you open the dialog box with the Printer properties command from the Devices or Properties folder or the Properties command in the Printers and Faxes folder. The command names depend on the version of Windows.

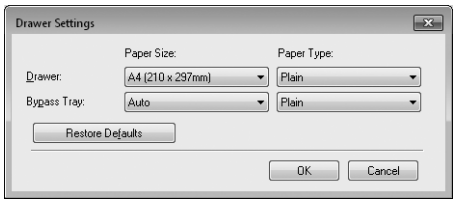
Notes

- If you are prompted for an administrator password or confirmation, enter the password or provide confirmation. For the details, see the Windows help
- When you use Windows 7, some tab menus have a button for the printer driver properties. To change the properties, click the icon. If the properties cannot be changed, ask your system administrator.



1) Drawer Setting

Click this button to open the dialog box so that you can set the paper size and paper type for the drawer and bypass tray.



Paper Size

Select the size of paper loaded in drawer. The paper size for the bypass tray is fixed to “Auto”.

Paper Type

Select the type of paper loaded on the bypass tray. The paper type for the drawer is fixed to “Plain”.

Restore Defaults

Click this button to restore the drawer settings to the default.

Notes

- The “Auto” paper size setting for the bypass tray depends on the paper size you set on the equipment. Be sure to set the paper size in the “MENU” mode.
  P.39 “Registering the size and type of paper loaded on the bypass tray”
- You can use plain paper only in the drawer.

2) Version Information

Click this button to show the version of the printer driver.

How to Use Useful Print Functions

This section describes the procedures of using the print options. It helps you make use of various print functions.

■ Sorting pages to print

You can set the “Copy Handling” option to print more than one copy of documents by sorting pages for each copy, grouping the same pages of the document, or rotating each of the sorted copies crisscross.

❑ Sorting pages for each copy

When you print more than one copy of a document, you can sort pages in the same order as the original document.

1 **Open the Basic tab and enter the number of copies in the Number of Copies box.**

2 **Open the Finishing tab and select the left “Sort Copies” icon at “Copy Handling”.**

3 **Set other necessary print options and click [OK].**

4 **Click [OK] or [Print] to start the print job.**

All copies are printed as pages are sorted for each copy.

❑ Printing the same pages in a group

When you print more than one copy of a document, you can print all copies of the first page and then all copies of subsequent pages. You can print copies by grouping them by the page number.

1 **Open the Basic tab and enter the number of copies in the Number of Copies box.**

2 **Open the Finishing tab and select the middle “Group Copies” icon at “Copy Handling”.**

3 **Set other necessary print options and click [OK].**

4 **Click [OK] or [Print] to start the print job.**

All copies of the first page are printed and then all copies of subsequent pages are printed in sequence.

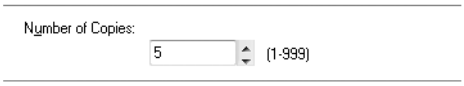
❑ Rotating each of the sorted copies crisscross

When you print more than one copy of a document, you can sort pages in the same order as the original document and eject every set of copies crisscross, so that you can easily distinguish each set. You need two paper sources, the drawer and the bypass tray, and you have the same size and type of paper loaded in the different portrait and landscape orientations in each paper source.

Note

This feature is available only when you use Letter, A4, B5 or 16K.

1 **Open the Basic tab and enter the number of copies in the Number of Copies box.**



2 Open the Finishing tab and select the right "Rotated Sort" icon at "Copy Handling".

3 Set other necessary print options and click [OK].

4 Click [OK] or [Print] to start the print job.

All copies are printed as pages are sorted for each copy and they are ejected crisscross.

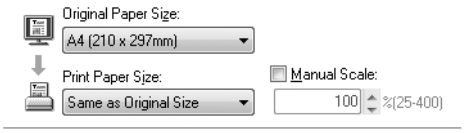
■ Enlarging or reducing print pages

You can automatically enlarge or reduce a document image by selecting the original paper size and the print paper size or you manually set the percentage to enlarge or reduce the image.

❑ Selecting the original and target sizes to enlarge or reduce the print image

1 Open the Basic tab and select the document size from the Original Paper Size list.

2 Select the paper size from the Print Paper Size list.



The print image is automatically enlarged or reduced in the ratio of the original paper size to the print paper size.

3 Set other necessary print options and click [OK].

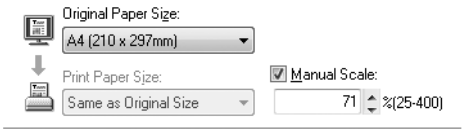
4 Click [OK] or [Print] to start the print job.

The enlarged or reduced image is printed to fit specified paper size.

❑ Specifying the percentage manually to enlarge or reduce the print image

1 Open the Basic tab and select the document size in the Original Paper Size list.

2 Select the Manual Scale check box and then enter the percentage.



The percentage can be set from 25 to 400% in increments of 1%.

3 Set other necessary print options and click [OK].

4 Click [OK] or [Print] to start the print job.

The print image is enlarged or reduced by the specified percentage.

■ Printing on both sides of paper

You can print on both sides of paper. Be sure to load the paper, which you specify at step 1, on the bypass tray in advance.

1 Open the Basic tab to select the following settings.

- Any paper size other than envelopes from the Print Paper Size list. You cannot use envelopes.
- "Bypass Tray" from the Paper Source list. You need to load paper manually from the bypass tray.
- "Plain" or "Thick 1" from the Paper Type list. You cannot use "Thick 2" and "Transparency".

2 Open the Finishing tab, select the Manual 2-Side Printing check box, and select the binding position icon.

Book — Select the right icon to print on both sides of paper and bind the document along the vertical side so that you can turn over pages right and left.
Tablet — Select the left icon to print on both sides of paper and bind the document along the horizontal side so that you can turn over pages up and down.

3 Set other necessary print options and click [OK].

4 Click [OK] or [Print] to start the print job.

After all front sides of paper are printed, turn over the document and press the [START] button to print all back sides. After printing, you can bind the document at the specified position.

■ Printing front and back covers

You can print front and back covers for the document. You can have them fed from a different paper source.

1 Open the Paper Handling tab.

2 Select the Use Front Cover check box, select the paper source from the Source list, and select the print page from the Print Style list.

Do not print on page — Select this to insert a blank cover.
Print on one side of the page — Select this to print the first page on a front cover.

Notes

- When “Auto” is selected, the paper source is automatically selected according to the document size.
- If “Manual 2-Side Printing” and “Print on one side of page” are selected, the first page is printed on the front cover and the second page is blank.

3 Select the Use Back Cover check box and set “Source” and “Print Style”.

You can make the back cover settings in the same way as the front cover settings.

4 Set other necessary print options and click [OK].

5 Click [OK] or [Print] to start the print job.

A front cover and back cover are printed or inserted.

■ Printing several reduced pages on each sheet

The N-up feature allows you to reduce and print more than one page on one sheet of paper. This feature is very useful for recognizing a large number of pages or page order at a glance. For example, use this feature to check the navigation path of a number of web pages or review the narrative of a slide presentation. It is not only convenient but conserves paper as well.

Note

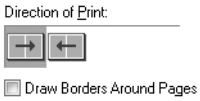
If you use the overlay image feature with the N-up feature, the overlay image is printed overall on a sheet, not to each page on the sheet.

1 Open the Finishing tab.

2 **Select the Number of pages per Sheet check box and click the icon to select how many pages you want to print on one sheet.**

2 pages — Select this to print 2 pages on one sheet.
4 pages — Select this to print 4 pages on one sheet.
6 pages — Select this to print 6 pages on one sheet.
8 pages — Select this to print 8 pages on one sheet.
9 pages — Select this to print 9 pages on one sheet.
16 pages — Select this to print 16 pages on one sheet.

3 **Click the Direction of Print icon to select how the pages are arranged on one sheet.**



Left to Right — Select this to arrange two pages from left to right or four or more pages from left to right and then from top to bottom on one sheet.
Right to Left — Select this to arrange two pages from right to left or four or more pages from right to left and then from top to bottom on one sheet.
Left to Right by column — Select this to arrange four or more pages from top to bottom and then from left to right on one sheet.
Right to Left by column — Select this to arrange four or more pages from top to bottom and then from right to left on one sheet.

4 **If you want to draw lines around each page, select the Draw Borders Around Pages check box.**

5 **Set other necessary print options and click [OK].**

6 **Click [OK] or [Print] to start the print job.**
Multiple pages are printed on each sheet.

■ Printing watermarks

Watermarks overprint your document with useful information, such as “Confidential,” “Draft,” or “Original.” You can choose from several predefined watermarks or you can create and save your own custom watermarks.

Note

A watermark cannot be used for an overlay file. If “Print to Overlay File” is selected from the Print Job list, the watermark setting items are grayed and cannot be set.

Tip

Watermarks are text only. To add graphics or other document elements, use the overlay image feature instead.
📖 P.110 “Printing with the overlay file”

❑ Printing a watermark

You can select the watermark to print. When you do not use watermarks, be sure to select “None” from the list.

1 **Open the Effect tab and select the watermark from the Watermark list.**

2 If you want to print the watermark on only the first page, select the Print on First Page Only check box.

3 Set other necessary print options and click [OK].

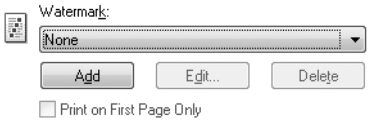
4 Click [OK] or [Print] to start the print job.

The print job is printed with the watermark.

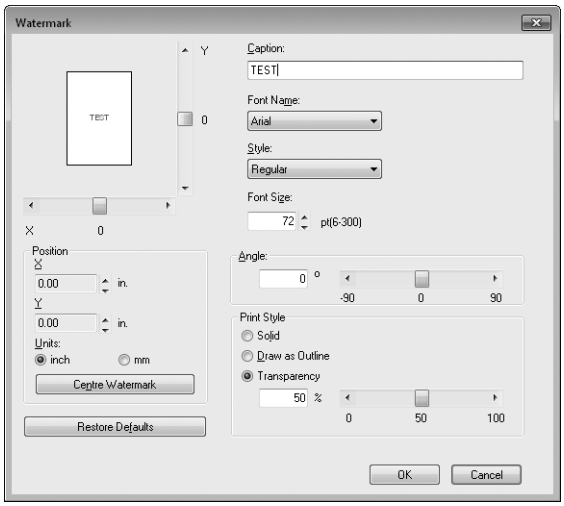
❑ Creating or editing a watermark

You can add up to 15 watermarks.

1 Open the Effect tab and click [Add] to create a new watermark or select a watermark from the list and click [Edit] to edit the watermark.



The Watermark dialog box appears.



Tip

Click [Restore Defaults] to restore all watermark settings to the default ones.

2 Enter the watermark text in the Caption box.

You can enter up to 63 characters for the watermark text.

3 Select a font for the watermark text from the Font Name list.

4 Select a font style for the watermark text from the Style list.

5 Enter the font size in the Font Size box.

You can enter any integer between 6 to 300 points in increments of 1 point.

6 To rotate the watermark, enter the value in the Angle box or move the scroll bar.

You can enter the angle from -90 to 90 degrees in increments of 1 degree.

7 Click “Solid”, “Draw as Outline”, or “Transparency” to select the print style.

Solid — Select this to print solid text.
Draw as Outline — Select this to print outline text.
Transparency — Select this for transparent text. Enter the value or move the scroll bar from 0 to 100% in increments of 1%.

8 Enter the X and Y values or move the scroll bar to adjust the watermark position.

- You can adjust the position horizontally with “X” and vertically with “Y”.
- You can select the unit, “inch or “mm”.
- Click [Centre Watermark] to locate the watermark text to the middle horizontally and vertically.

9 Click [OK] to save the watermark settings.

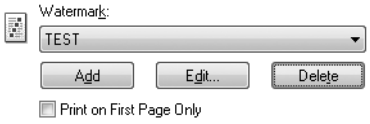
The watermark is added or edited.

❑ Deleting a watermark

Note

You can delete the default watermarks. However, they cannot be restored by clicking the [Restore Defaults] button.

1 Open the Effect tab and select the watermark to delete from the Watermark list.



2 Click [Delete].

The confirmation dialog box appears.

3 Click [OK] to delete the selected watermark.

Click [Cancel] to cancel the operation.

■ Printing overlays

The printer driver allows you to print a document with an overlay image.

❑ Creating an overlay file

Before you use the overlay print feature, you need to create an overlay image file. You can create up to 20 overlay image files.

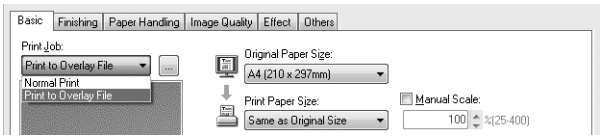
1 Make an overlay image file with your application.

Create an image that can be added to other documents.

Notes

- If the image file contains more than one page, only the first page is saved as an overlay file.
- The overlaying image file and overlaid documents must have the same paper size and orientation.

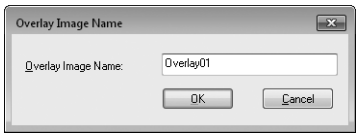
2 Select “Print to Overlay File” from the Print Job list.



3 Click […] on the right side of the list.

The Overlay Image Name dialog box appears.

4 Enter an overlay image name and then click [OK].



You can enter up to 63 characters.

5 Set other necessary print options and click [OK].

6 Click [OK] or [Print] to start the print job.
The document is saved as an overly file.

❑ Printing with the overlay file

After you have created the overlay image files, you can print documents with them.

Notes

- The overlaying image file and overlaid documents must have the same paper size and orientation.
- If you use the overlay image feature with the N-up feature, the overlay image is printed overall on a sheet, not to each page on the sheet.
- Both the overlay file and the documents on which you superimpose the overlay image must be created at the same size and orientation.

Tip

Image overlays are independent documents that are merged into other documents during printing and thereby increase the time to print. To superimpose just text on your document, watermark printing may be faster than overlay image printing.

1 Open the Effect tab and select the overlay image name from the Overlay Image list.

2 Set other necessary print options and click [OK].

3 Click [OK] or [Print] to start the print job.
The print job is printed with the overlay image.

❑ Deleting overlay files

You can delete unnecessary overlay images.

1 Open the Effect tab and select the overlay image name from the Overlay Image list.

2 Click [Delete].
The confirmation dialog box appears.

3 Click [Yes] to delete the selected overlay image.
Click [No] to cancel the operation.

Uninstalling the Printer Driver

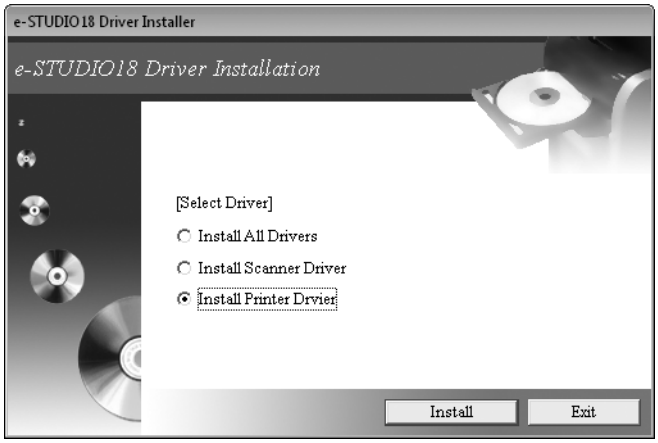
You can uninstall the printer driver only when you have installed it. The installer automatically finds and uninstalls the installed driver. Follow the steps below.

1 Insert the CD-ROM in the CD-ROM drive of your PC.

- The installer automatically starts and opens the dialog box for the installation.
- If the installer does not start automatically, double-click “Setup.exe” in the CD-ROM.

2 Click “Install Printer Driver” and click [Install].

When you click “Install Printer Driver”, you can uninstall the printer driver only. When you click “Install All Drivers”, you can uninstall the printer and scanner drivers in the sequential process.
If the driver has been installed, the uninstallation process starts. Wait until the uninstallation message appears.



3 Make sure of the uninstallation message and click [Execute].

- Wait until the completion message appears.
- You can click [Exit] several times to quit the operation.

4 Click [Finish].

e-STUDIO18 Driver Installer
e-STUDIO18 Printer Driver Installation
The remove process is completed.
Setup has finished removing printer driver from your computer.
Finish

5 **Click [Exit] to quit the operation.**

If you want to continue installing a new driver, select the option to install the driver and click [Install] to continue the operation. For the detailed installation process, see the page below.

📖 P.41 “Preparation 4 - Installing Printer and Scanner Drivers”

4

SCAN FUNCTIONS

This chapter describes the scan functions.

Basic Scan Procedure 114
Scanning images 114
How to Set Scan Options 116
Setting scan options 116
Using the Easy Set feature 118
Uninstalling the Scanner Driver 119

Basic Scan Procedure

This equipment supports scanning from TWAIN-compatible applications. TWAIN is the standard that links applications and scanners that acquire images. For TWAIN support, see your application's manual. Before you start scanning with this equipment, make sure that you have installed the scanner driver.
P.41 "Preparation 4 - Installing Printer and Scanner Drivers"

Note

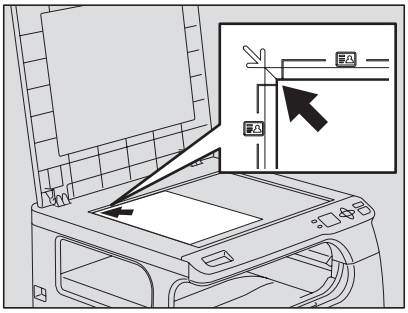
The default original size depends on the measurement system on Windows: A4 for Metric or LT for U.S.. You can change the default only before the first execution after installation. For the measurement system, see the Windows Help.

■ Scanning images

Follow the steps below to scan the original.

1 Place the original face down.

1) Open the platen cover.
2) Place the original face down on the original glass.
3) Align the original against the left rear corner of the original glass.



⚠ CAUTION

Do not place heavy objects (4 kg/9 lb. or over) on the original glass and do not force it down.
Breaking the glass could injure you.

Tip

When you use a transparent original such as overhead transparencies and tracing paper, place a blank plain sheet of paper - the same size or larger - over the original.

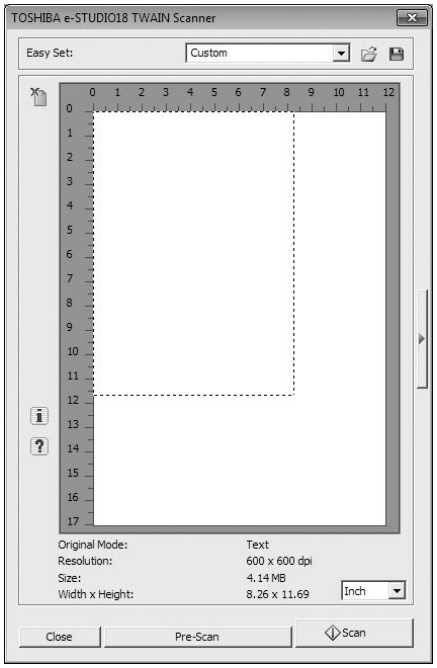
2 Run your TWAIN-compatible application and execute the image acquisition command from within the application.

You usually execute the scan or image acquisition command on the File menu to select this equipment. The location of the image acquisition command and the method to select the scanner vary according to the application. See your application's manual.

3 Click [Pre-Scan] to preview the original.

You can make various options to scan the original image. For the details about the dialogs, the scan options and the Easy Set feature, see the page below.

P.116 “How to Set Scan Options”



4 Click [Scan] to scan the original.

While scanning, you can quit the operation with the [Cancel] button. When you have finished with scanning, the preview window closes and the scanned image opens in your application window.

5 Save the scanned image in your application.

The saving command varies from application to application. You usually execute the Save or Save as command on the File menu. If necessary, modify the scanned image, using the various graphic commands in your application.

How to Set Scan Options

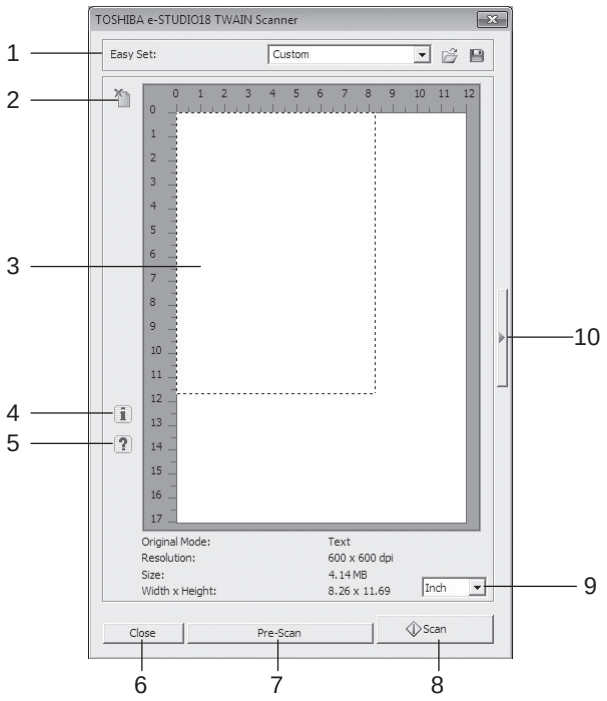
When you scan the original, you can make various options to affect the scanning status. You can save different sets of options in files and recall one of them for frequent use.

■ Setting scan options

The basic and advanced dialogs are available for the scan operation.

❑ Basic scan dialog

When you execute the image acquisition command from within the TWAIN-compatible application, the following basic scan dialog appears.



1) Easy Set
The scan options can be saved.
📖 P.118 “Using the Easy Set feature”

2)
Click this icon to clear the preview image.

3) Preview screen
The pre-scanned image appears in the preview screen area. The dotted boundary shows the scanning area or the original size. The image information appears under the preview screen.

4)
Click this icon to show the version information of the scanner driver.

5)
Click this icon to show the Help information about this scanner driver.

6) [Close]
Click this button to quit the scanning operation.

7) [Pre-Scan]
Click this button to pre-scan the original.

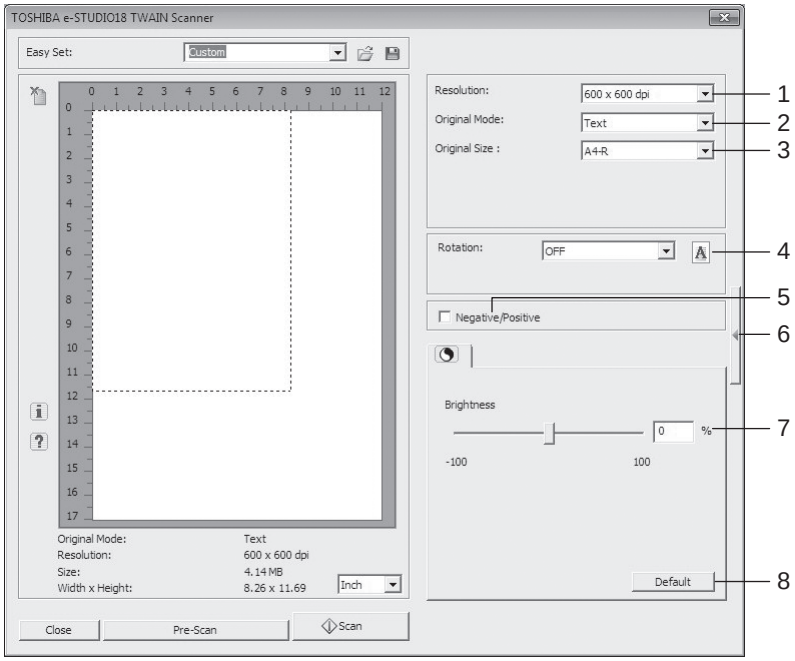
8) [Scan]
Click this button to scan the original.

9) Measurement unit
Select “Inch”, “mm”, or “Pixel” to change the measurement unit.

10)
Click this icon to open the advanced scan dialog.
📖 P.117 “Advanced scan dialog”

❑ Advanced scan dialog

After you open the preview window, you can click the right-facing triangle located on the right side of the preview area so that you can make the various scan options below. The default settings are boldfaced and underlined.



1) Resolution
The horizontal and vertical resolution can be set as dots per inch: 150 x 150 dpi, **300 x 300 dpi**, or 600 x 600 dpi.

2) Original Mode
The original mode can be set to fit the original image such as text only or the mixture of text and photos: **Text** or Text/Photo.

3) Original Size
The original document size or the scanning area can be set: A3, **A4**, A4-R, A5-R, A6-R, B4, B5, B5-R, FOLIO, LD, LG, **LT**, LT-R, ST-R, COMP, 13" LG, 8K, 16K, or 16K-R.

4) Rotation
The image can be rotated clockwise by 90 degrees, counterclockwise by 90 degrees, or by 180 degrees. This option takes effect on the image to scan but not on the preview image: **OFF**, Right 90, Left 90, or 180.

5) Negative/Positive
The negative or position image can be selected. Select the check box to turn on this function or clear the box to turn it off. This option takes effect on the preview and scan images: **Off** or On.

6)
Click this icon to close the advanced scan dialog and return to the basic scan dialog.
📖 P.116 "Basic scan dialog"

7) Brightness
The image brightness can be adjusted from -100 (lighter) to +100 (darker). Enter the value directly or move the scroll bar right or left. The brightness of the preview image is changed slowly but not in real time.

8) Default
Click this button to restore the brightness to the default **0**%.

■ Using the Easy Set feature

When you have made the scan options, you can save them as an Easy Set file. Because you can save more than one Easy Set file, you can easily select any of them without changing the scan options each time you scan different documents.

❑ Saving the Easy Set file

Follow the steps below to save an Easy Set file.

1 Open the advanced scan dialog from within your application.
📖 P.114 “Scanning images”

2 Set the scan options as you like.
📖 P.116 “Setting scan options”

3 Click next to the Easy Set menu.
The save dialog box appears.

4 Enter a file name, select a folder where you save the file, and then click [Save].

❑ Using the Easy Set file

Follow the steps below to use the Easy Set file.

1 Place the original on the original glass.

2 Open the preview window from within your application.
📖 P.114 “Scanning images”

3 Select the pre-defined Easy Set file, or click next to the Easy Set menu to select your Easy Set file.

- The following two pre-defined files are available.

Pre-defined File	Resolution	Original Mode	Other Scan Options
Picture	150 x 150dpi	Text/Photo	Default settings
Text	600 x 600 dpi	Text	

- When the Open dialog box appears, select the folder, select the target Easy Set file, and then click [Open].

4 Click [Pre-Scan] to preview the original.
If you have already pre-scanned the preview image before selecting the Easy Set file, click [Pre-scan] again to update the preview image.

5 Click [Scan] to scan the original.
If you are satisfied with the preview image, click [Scan] to start scanning the image. If not, change some scan options and preview the image until you are satisfied with it. The changed options are effective only for the current operation. They are not saved in the Easy Set file until you do so with a new or existing file name.

❑ Deleting the Easy Set files

You can delete the Easy Set files in the same way as for normal files. Locate the folder where you have saved the Easy Set file, right-click the file, and then click “Delete” from the menu. Click “Yes” to delete the file. When you are working in the preview window, click the folder icon next to the Easy Set menu so that you can delete the file in the same way. After deleting the file, click [Cancel] to close the dialog box.

Uninstalling the Scanner Driver

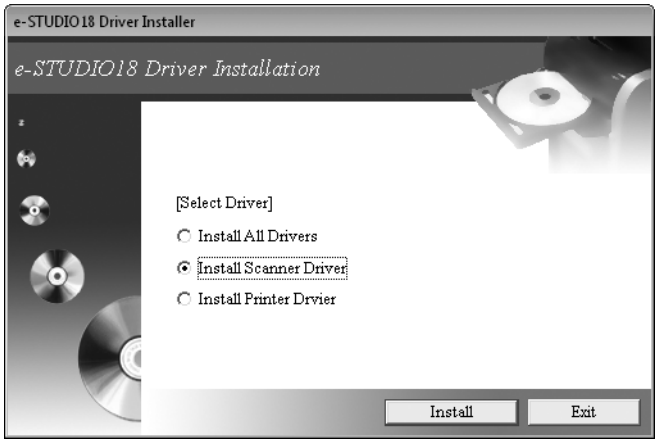
You can uninstall the scanner driver only when you have installed it. The installer automatically finds and uninstalls the installed driver. Follow the steps below.

1 Insert the CD-ROM in the CD-ROM drive of your PC.

- The installer automatically starts and opens the dialog box for the installation.
- If the installer does not start automatically, double-click “Setup.exe” in the CD-ROM.

2 Click “Install Scanner Driver” and click [Install].

When you click “Install Scanner Driver”, you can uninstall the scanner driver only. When you click “Install All Drivers”, you can uninstall the printer and scanner drivers in the sequential process.
If the driver has been installed, the uninstallation process starts. Wait until the uninstallation message appears.



3 Make sure of the uninstallation message and click [Execute].

- Wait until the completion message appears.
- You can click [Exit] several times to quit the operation.

4 Click [Finish].

e-STUDIO18 Driver Installer
e-STUDIO18 Scanner Driver Installation
The remove process is completed.
Setup has finished removing scanner driver from your computer.
Finish

5 **Click [Exit] to quit the operation.**

If you want to continue installing a new driver, select the option to install the driver and click [Install] to continue the operation. For the detailed installation process, see the page below.

📖 P.41 “Preparation 4 - Installing Printer and Scanner Drivers”

5

EQUIPMENT SETTINGS

This chapter describes the settings for the equipment.

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Menu Function

You can make use of the menu function in the “MENU” mode.

■ Functions available in the “MENU” mode

When you press the [MENU] button on the equipment, you enter the “MENU” mode which enables you to use the advanced copy functions, make the default settings, and execute the device functions. The table below shows the functions and settings available in the “MENU” mode: the factory default settings are boldfaced and underlined.

Note

This chapter describes the procedure for “DEFAUT SETTINGS” and the subsequent functions. For the details about “ADVANCED FUNCTION” and “PAPER SETTINGS”, see the reference pages below.

Menu Functions			Settings	Description and Reference Pages
ADVANCED FUNCTION	DENSITY		**AUTO**, Manual (9 steps)	The density is set for the copy function. 📖 P.68 “Adjusting the density to the copy”
	ORIGINAL MODE		**TEXT/PHOTO**, TEXT, PHOTO, BACKGROUND ERASE	The original mode is set for the copy function. 📖 P.69 “Adjusting the original mode to the copy”
	FINISHING		**NONSORT**, SORT, ROTATE SORT	The finishing function is set for the copy function. 📖 P.70 “Sorting pages in the same order as the original”
	ZOOM		Manual Zoom (25 - **100** - 400%), FIXED ZOOM	The zoom function is set for the copy function. 📖 P.72 “Zooming in or out to the copy”
	2IN1/4IN1		2IN1, 4IN1, **OFF**	The 2IN1 or 4IN1 function is set for the copy function. 📖 P.73 “Copying two or four pages on each sheet”
	ID CARD		ON, **OFF**	The ID CARD function is set for the copy function. 📖 P.75 “Copying both sides of a card on a sheet”
	EDGE ERASE		ON (4 mm - 15 mm/0.2” - 0.6”), **OFF**	The edge erase function is set for the copy function. 📖 P.77 “Erasing the shadow on edges”
	DUAL PAGE		LEFT BINDING (8 mm - 30 mm/0.3” - 1.2”), RIGHT BINDING (8 mm - 30 mm/0.3” - 1.2”), **OFF**	The dual page function is set for the copy function. 📖 P.78 “Copying the right and left pages of a book separately”
	IMAGE SHIFT		LEFT MARGIN (4 mm - 15 mm/0.2” - 0.6”), RIGHT MARGIN (4 mm - 15 mm/0.2” - 0.6”), **OFF**	The image shift function is set for the copy function. 📖 P.79 “Shifting the pages to the right or left”
	JOB MEMORY		RECALL, **MEMORY**	The job memory is set or recalled for the copy function. 📖 P.81 “Storing the copy functions for frequent use”
PAPER SETTINGS	PAPER SIZE	DRAWER	A3, **A4**, A4-R, B4, B5, B5-R, FOLIO, 8K, 16K, 16K-R, LD, LG, **LT**, LT-R, COMP, 13”LG	The paper size is set for the drawer. The default paper size varies from region to region: Other than North America: A4 North America: LT 📖 P.38 “Registering the size of paper loaded in the drawer”
		BYPASS	A3, A4, A4-R, B4, B5, B5-R, A5-R, FOLIO, 8K, 16K, 16K-R, CHO-3, YOU-4, DL, LD, LG, LT, LT-R, COMP, 13”LG, ST-R, MONARCH, COM10, **NONSIZE**	The paper size is set for the bypass tray. 📖 P.39 “Registering the size and type of paper loaded on the bypass tray”
	PAPER TYPE		**PLAIN**, THICK1, THICK2, ENVELOPE, TRANSPARENCY	The paper type is set for the bypass tray. 📖 P.39 “Registering the size and type of paper loaded on the bypass tray”

Menu Functions			Settings	Description and Reference Pages
DEFAULT SETTINGS	DENSITY		**AUTO**, Manual 9 steps	The default setting is set for the density. P.126 “Setting the density default”
	ORIGINAL MODE		**TEXT/PHOTO**, TEXT, PHOTO, BACKGROUND ERASE	The default setting is set for the original mode. P.126 “Setting the original mode default”
	FINISHING		**NONSORT**, SORT, ROTATE SORT	The default setting is set for the finishing function. P.127 “Setting the finishing default”
	2IN1/4IN1		**2IN1**, 4IN1	The default setting is set for the 2IN1 or 4IN1 function. P.128 “Setting the 2in1/4in1 default”
	DUAL PAGE		**LEFT BINDING**, RIGHT BINDING	The default binding position is set for the dual page copy function. P.128 “Setting the dual page default”
	LANGUAGE		ENGLISH, FRENCH, ITALIAN, GERMAN, SPANISH, IRISH, BULGARIAN, SLOVAKIAN, SERBIAN, DUTCH, POLISH, RUSSIAN, PORTUGUESE, CZECH, HUNGARIAN, TURKISH, ROMANIAN, SLOVENIAN, LITHUANIAN, LATOVIAN, SIMPLIFIED CHINESE, TRADITIONAL CHINESE	The default language is set. The default language and the appearance order vary from region to region. P.129 “Setting the language”
	TIMERS	AUTO CLEAR	15, 30, **45**, 60, 75, 90, 105, 120, 135, 150, 180, 210, 240, 270, 300 sec.	The default time is set for the auto clear function. P.130 “Setting the timers for auto clearance and energy-saving”
		AUTO LOW POWER	1, 2, 3, 4, **5**, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 70, 80, 90, 100, 110, 120, 150, 180, 210, 240 min.	The default time is set for the auto lower power function. P.130 “Setting the timers for auto clearance and energy-saving”
		AUTO SLEEP	**1**, 3, 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 70, 80, 90, 100, 110, 120, 150, 180, 210, 240 min.	The default time is set for the auto sleep function. P.130 “Setting the timers for auto clearance and energy-saving”
	DRAWER SET POP-UP		**ON**, **OFF**	The default action is set for the drawer set pop-up function. The default setting varies from region to region: North America: ON Other than North America: OFF P.130 “Setting the pop-up message for changing paper in the drawer”
	JAM RECOVERY		**MANUAL**, AUTO	The default action is set for the jam recovery function. P.132 “Setting the jam recovery function”
	LCD CONTRAST		-3, -2, -1, **0**, +1, +2, +3	The contrast of the LCD screen is set. P.132 “Setting the LCD contrast”
	FUNCTION1		Same options as the menu functions such as **DENSITY** or **ID CARD**	The selected menu function is assigned to FUNCTION1. The default setting varies from region to region: Other than Europe: DENSITY Europe: ID CARD P.133 “Setting the FUNCTION1/2 default”
	FUNCTION2		Same options as the menu functions such as **ZOOM**.	The selected menu function is assigned to FUNCTION2. P.133 “Setting the FUNCTION1/2 default”
RESTORE DEFAULTS			YES	All the settings and functions are restored to the factory defaults. P.135 “Restoring the defaults”
ENTER SLEEP MODE			SLEEP	The equipment enters the sleep mode. P.135 “Entering the sleep mode”

Menu Functions		Settings	Description and Reference Pages
TOTAL COUNTER	TOTAL COUNTER	-	The number of printed or copied pages is displayed. 📖 P.136 “Displaying the total counter”
ROM VERSION		-	The system and engine versions are displayed. 📖 P.136 “Displaying the ROM version”

■ General procedure to operate in the “Menu” mode

Before you really start operating in the “MENU” mode, learn the general procedure below. For the details, see the page that describes each function.

Note

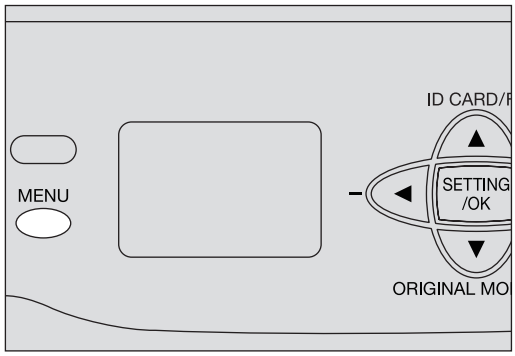
You cannot enter the “MENU” mode during copying, printing, scanning or while you are in the basic copy setting menu.

The equipment has the factory default setting for each function. When you see an asterisk next to the setting on the LCD screen, it indicates that you have changed the setting from the factory default or the current one that you have set previously.

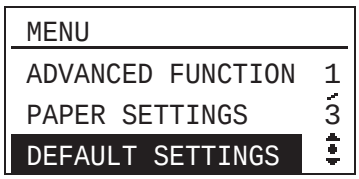
Tip

When you want to exit from the menu, select “CANCEL”, if it is available on the menu, and press the [SETTING/OK] button. You can also exit from the menu layers with the [CLEAR/STOP] button if it is active.

1 Press the [MENU] button to enter the “MENU” mode.



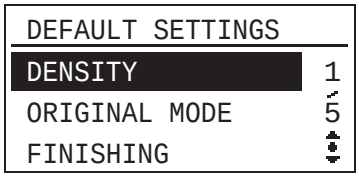
2 Press the ▼ or ▲ button to scroll through the menu until you reach the item you want to set. Now select “DEFAULT SETTINGS”.



3 Press the [SETTING/OK] button to enter the “DEFAULT SETTINGS” menu.

4 Press the ▼ or ▲ button to scroll through the menu until you reach the default setting you want to change.

📖 P.122 “Functions available in the “MENU” mode”



5 **Press the [SETTING/OK] button to enter the setting layer of each setting.**

6 **Press the ▼, ▲, ►, or ◄ button to select the setting.**

7 **Press the [SETTING/OK] button.**

- If the selected setting has no more options or values to set, the [SETTING/OK] button allows you to exit from the menu. You are finished with the operation at this step.
- If the selected setting has more options or values to set, the [SETTING/OK] button allows you to do so. Continue to the next step.

8 **Select the options or values as required with the ▼, ▲, ►, or ◄ button.**

The options or values vary from setting to setting. For the details, see the page that describes each default setting.

9 **Press the [SETTING/OK] button to exit from the menu.**

You are finished with the operation in the “MENU” mode.

Default Settings

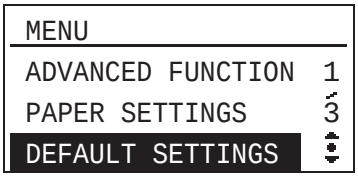
You can set the default settings for various functions in the “MENU” mode.

■ Setting the density default

Set the default setting for “DENSITY” as follows.

1 Press the [MENU] button to enter the “MENU” mode.

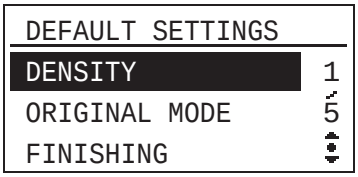
2 Press the ▼ or ▲ button to select “DEFAULT SETTINGS”.



3 Press the [SETTING/OK] button to enter the “DEFAULT SETTINGS” menu.

4 Make sure that “DENSITY” is selected.

If necessary, press the ▼ or ▲ button to select it.



5 Press the [SETTING/OK] button.

6 Press the ▼ or ▲ button to select “AUTO” or the density scale.

If you have selected “AUTO” at this step, skip the next step. For the details about the setting and operation, see the pages below.

📖 P.57 “Changing the density to copy”
📖 P.68 “Adjusting the density to the copy”

7 If you have selected the density scale at the previous step, press the ► or ◄ button to increase or decrease the density level.

8 Press the [SETTING/OK] button to exit from the menu.

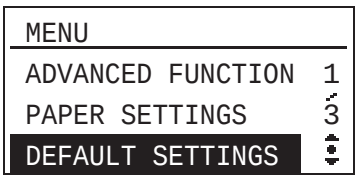
You are finished with the operation in the “MENU” mode. The selected setting becomes active as the default.

■ Setting the original mode default

Set the default setting for “ORIGINAL MODE” as follows.

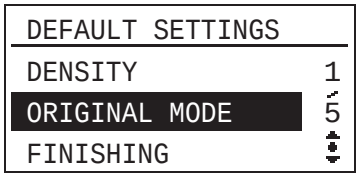
1 Press the [MENU] button to enter the “MENU” mode.

2 Press the ▼ or ▲ button to select “DEFAULT SETTINGS”.



3 Press the [SETTING/OK] button to enter the “DEFAULT SETTINGS” menu.

4 Press the ▼ or ▲ button to select “ORIGINAL MODE”.



5 Press the [SETTING/OK] button.

6 Press the ▼, ▲, ►, or ◄ button to select “TEXT/PHOTO”, “TEXT”, “PHOTO”, or “BACKGROUND ERASE”.

For the details about the setting and operation, see the pages below.

📖 P.58 “Changing the original mode to copy”
📖 P.69 “Adjusting the original mode to the copy”

7 Press the [SETTING/OK] button to exit from the menu.

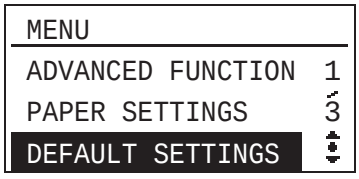
You are finished with the operation in the “MENU” mode. The selected setting becomes active as the default.

■ Setting the finishing default

Set the default setting for the “FINISHING” copy function as follows.

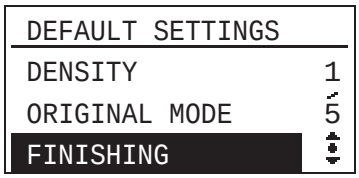
1 Press the [MENU] button to enter the “MENU” mode.

2 Press the ▼ or ▲ button to select “DEFAULT SETTINGS”.



3 Press the [SETTING/OK] button to enter the “DEFAULT SETTINGS” menu.

4 Press the ▼ or ▲ button to select “FINISHING”.



5 Press the [SETTING/OK] button.

6 Press the ▼ or ▲ button to select “NONSORT”, “SORT”, or “ROTATE SORT”.

For the details about the setting and operation, see the page below.

📖 P.70 “Sorting pages in the same order as the original”

7 Press the [SETTING/OK] button to exit from the menu.

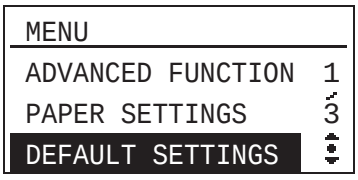
You are finished with the operation in the “MENU” mode. The selected setting becomes active as the default.

■ Setting the 2in1/4in1 default

Set the default setting for the “2IN1/4IN1” copy function as follows.

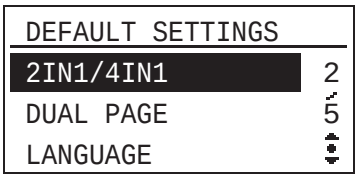
1 Press the [MENU] button to enter the “MENU” mode.

2 Press the ▼ or ▲ button to select “DEFAULT SETTINGS”.



3 Press the [SETTING/OK] button to enter the “DEFAULT SETTINGS” menu.

4 Press the ▼ or ▲ button to select “2IN1/4IN1”.



5 Press the [SETTING/OK] button.

6 Press the ▼ or ▲ button to select “2IN1” or “4IN1”.

7 Press the [SETTING/OK] button.

8 Press the ► or ◄ button to select the icon that specifies how the pages are arranged on a sheet.

Two or four options are available respectively for “2IN1” or “4IN1”. For the details about the setting and operation, see the pages below.

📖 P.73 “Copying two or four pages on each sheet”

9 Press the [SETTING/OK] button to exit from the menu.

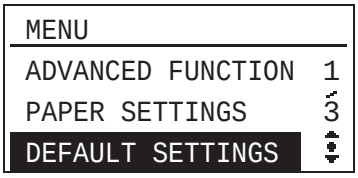
You are finished with the operation in the “MENU” mode. The selected setting becomes active as the default.

■ Setting the dual page default

Set the default setting for the “DUAL PAGE” copy function as follows.

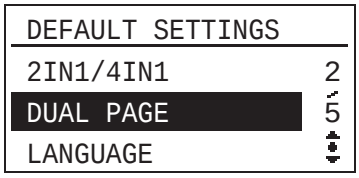
1 Press the [MENU] button to enter the “MENU” mode.

2 Press the ▼ or ▲ button to select “DEFAULT SETTINGS”.



3 Press the [SETTING/OK] button to enter the “DEFAULT SETTINGS” menu.

4 Press the ▼ or ▲ button to select “DUAL PAGE”.



5 Press the [SETTING/OK] button.

6 Press the ▼ or ▲ button to select “LEFT BINDING” or “RIGHT BINDING”.
For the details about the setting and operation, see the page below.
📖 P.78 “Copying the right and left pages of a book separately”

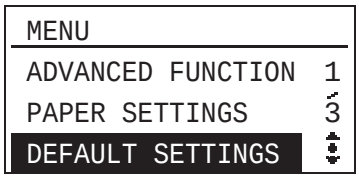
7 Press the [SETTING/OK] button to exit from the menu.
You are finished with the operation in the “MENU” mode. The selected setting becomes active as the default.

■ Setting the language

Set the default setting for “LANGUAGE” as follows.

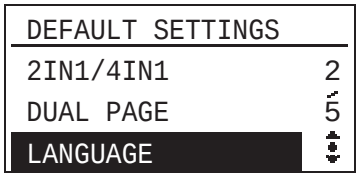
1 Press the [MENU] button to enter the “MENU” mode.

2 Press the ▼ or ▲ button to select “DEFAULT SETTINGS”.



3 Press the [SETTING/OK] button to enter the “DEFAULT SETTINGS” menu.

4 Press the ▼ or ▲ button to select “LANGUAGE”.



5 Press the [SETTING/OK] button.

6 Press the ▼ or ▲ button to select your language.

7 Press the [SETTING/OK] button to go back to the basic screen.
The LCD screen messages appear in the selected language.

■ Setting the timers for auto clearance and energy-saving

Set the default setting for the “AUTO CLEAR”, “AUTO LOW POWER”, or “AUTO SLEEP” as follows.

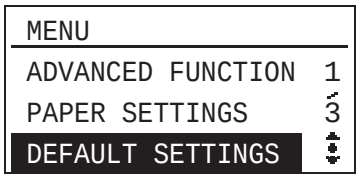
AUTO CLEAR: If you leave the operation on the menu as it is for the set time, the equipment automatically clears your operation and exits from the menu.

AUTO LOW POWER: If you leave the equipment as it is without touching the buttons for the set time, it automatically enters the low power mode. When you touch the buttons or the equipment receives print data, it returns to the normal condition.

AUTO SLEEP: If you leave the equipment as it is for the set time, it automatically enters the sleep mode to save energy. When you touch the buttons or the equipment receives print data, it wakes up.

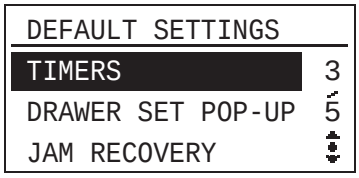
1 Press the [MENU] button to enter the “MENU” mode.

2 Press the ▼ or ▲ button to select “DEFAULT SETTINGS”.



3 Press the [SETTING/OK] button to enter the “DEFAULT SETTINGS” menu.

4 Press the ▼ or ▲ button to select “TIMERS”.



5 Press the [SETTING/OK] button.

6 Press the ▼ or ▲ button to select “AUTO CLEAR”, “AUTO LOW POWER”, or “AUTO SLEEP”.

7 Press the [SETTING/OK] button.

8 Press the ► or ◄ button to set the time value.

📖 P.122 “Functions available in the “MENU” mode”

9 Press the [SETTING/OK] button to exit from the menu.

You are finished with the operation in the “MENU” mode. The selected setting becomes active as the default.

■ Setting the pop-up message for changing paper in the drawer

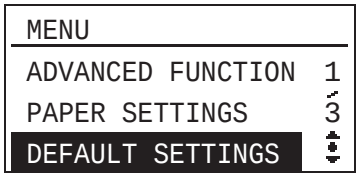
When you load a different size of paper in the drawer, you need to change the paper size on the LCD screen. If you turn on the “DRAWER SET POP-UP” function in the “MENU” mode, the pop-up message always appears on the LCD screen to prompt you to change the paper size every time you change paper in the drawer. If you turn it off, no pop-up message appears on the LCD screen: remember to change the paper size.

❑ Setting the default for the pop-up message function

Set the default setting for the “DRAWER SET POP-UP” function as follows.

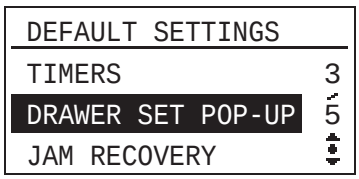
1 Press the [MENU] button to enter the “MENU” mode.

2 Press the ▼ or ▲ button to select “DEFAULT SETTINGS”.



3 Press the [SETTING/OK] button to enter the “DEFAULT SETTINGS” menu.

4 Press the ▼ or ▲ button to select “DRAWER SET POP-UP”.



5 Press the [SETTING/OK] button.

6 Press the ▼ or ▲ button to select “ON” or “OFF”.

For the details about the operation, see the page below.

📖 P.131 “Changing the paper size according to the pop-up message”

7 Press the [SETTING/OK] button to exit from the menu.

You are finished with the operation in the “MENU” mode. The selected setting becomes active as the default.

❑ Changing the paper size according to the pop-up message

Every time you change paper in the drawer with the “DRAWER SET POP-UP” function turned on, the message pops up on the LCD screen. Follow the steps below.

📖 P.31 “Loading paper in the drawer”

1 Open the drawer.

2 Change paper in the drawer.

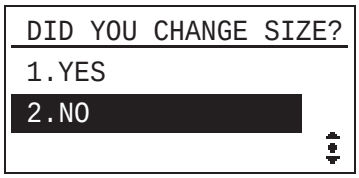
3 Close the drawer.

- If this function is tuned on, the “DID YOU CHANGE SIZE?” message pops up on the LCD screen. Continue to the next step.
- If this function is turned off, the message does not pop up on the LCD screen. You are finished with the operation at this step. Make sure of the paper size. If necessary, change it according to the paper you set in the drawer.

📖 P.38 “Registering the size of paper loaded in the drawer”

4 Press the ▼ or ▲ button to select “YES” or “NO”.

- If you have changed the paper size in the drawer, select “YES”.
- If not, select “NO”.



5 Press the [SETTING/OK] button.

- If you have selected “YES” at the previous step, continue to the next step.
- If you have selected “NO” at the previous step, you are finished with the operation at this step.

6 **Press the ▼, ▲, ►, or ◄ button to select the size of paper you have loaded in the drawer.**

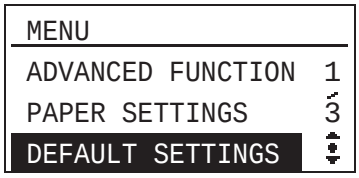
7 **Press the [SETTING/OK] button.**
You are finished with the operation, so that you can start copying with the current paper size.

■ Setting the jam recovery function

Set the default setting for the “JAM RECOVERY” function as follows.

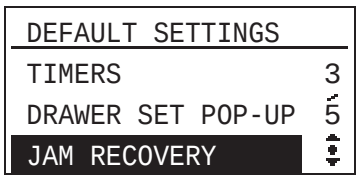
1 **Press the [MENU] button to enter the “MENU” mode.**

2 **Press the ▼ or ▲ button to select “DEFAULT SETTINGS”.**



3 **Press the [SETTING/OK] button to enter the “DEFAULT SETTINGS” menu.**

4 **Press the ▼ or ▲ button to select “JAM RECOVERY”.**



5 **Press the [SETTING/OK] button.**

6 **Press the ▼ or ▲ button to select “MANUAL” or “AUTO”.**
- When you select “MANUAL”, you need to recover from the error after you clear the paper jam. After you clear the paper jam, press the [START] button to resume printing the subsequent pages after the jammed one.
- When you select “AUTO”, the equipment automatically recovers from the error after you clear the paper jam. After you clear the paper jam, the equipment automatically resumes printing the jammed and subsequent pages.

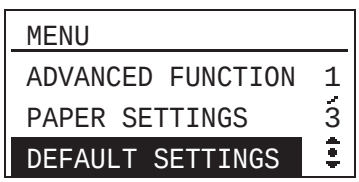
7 **Press the [SETTING/OK] button to exit from the menu.**
You are finished with the operation in the “MENU” mode. The selected setting becomes active as the default.

■ Setting the LCD contrast

Set the default setting for “LCD CONTRAST” as follows.

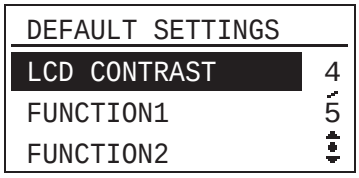
1 **Press the [MENU] button to enter the “MENU” mode.**

2 **Press the ▼ or ▲ button to select “DEFAULT SETTINGS”.**



3 **Press the [SETTING/OK] button to enter the “DEFAULT SETTINGS” menu.**

4 Press the ▼ or ▲ button to select “LCD CONTRAST”.



5 Press the [SETTING/OK] button.

6 Press the ► or ◄ button to set the contrast value from -3 (lighter) to +3 (darker).

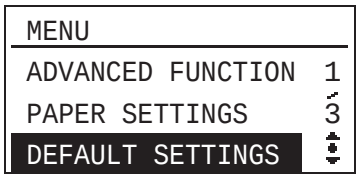
7 Press the [SETTING/OK] button to exit from the menu.
You are finished with the operation in the “MENU” mode. The selected setting becomes active as the default.

■ Setting the FUNCTION1/2 default

The default function assigned to “FUNCTION1” varies fro region to region: “DENSITY” for the regions other than Europe and “ID CARD” for Europe. The default function assigned to “FUNCTION2” is “ZOOM”, which is common to all regions. You can change the default functions for “FUNCTION1” and “FUNCTION2” as follows. Keep pressing the [F1] or [F2] button to access the assigned functions quickly. For the operation, see the page below.
🕮 P.65 “Using the “F1” or “F2” function quickly”

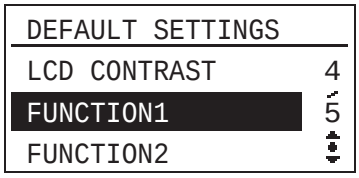
1 Press the [MENU] button to enter the “MENU” mode.

2 Press the ▼ or ▲ button to select “DEFAULT SETTINGS”.



3 Press the [SETTING/OK] button to enter the “DEFAULT SETTINGS” menu.

4 Press the ▼ or ▲ button to select “FUNCTION1” or “FUNCTION2”.



5 Press the [SETTING/OK] button.

6 Press the ▼ or ▲ button to select the function that you want to assign to “FUNCTION1” or “FUNCTION2”.
You can assign the functions available in the “MENU” mode such as “ADVANCED FUNCTION”, “PAPER SETTINGS”, “DEFAUT SETTINGS”, “RESTORE DEFAUTS”, “ENTER SLEEP MODE”, “TOTAL COUNTER” and “ROM VERSION”.
🕮 P.122 “Functions available in the “MENU” mode”
For the details about the operation, see the page that describes each function.
🕮 P.66 “Advanced Copy Functions”
🕮 P.38 “Preparation 3 - Registering Loaded Paper”
🕮 P.126 “Default Settings”
🕮 P.135 “Other Equipment Functions”

7 Press the [SETTING/OK] button to exit from the menu.

You are finished with the operation in the “MENU” mode. The selected setting becomes active as the default.

Other Equipment Functions

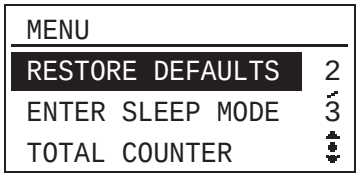
You can restore the default, enter the sleep mode, and see the total counter or ROM version information in the “MENU” mode.

■ Restoring the defaults

Execute “RESTORE DEFAULTS” to restore all the functions and settings to the defaults as follows.

1 Press the [MENU] button to enter the “MENU” mode.

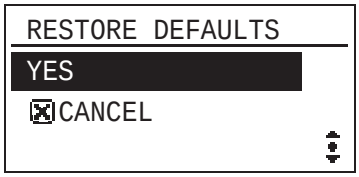
2 Press the ▼ or ▲ button to select “RESTORE DEFAULTS”.



3 Press the [SETTING/OK] button to enter the “RESTORE DEFAULTS” menu.

4 Make sure that “YES” is selected.

If necessary, press the ▼ or ▲ button to select “YES”.



5 Press the [SETTING/OK] button to exit from the menu.

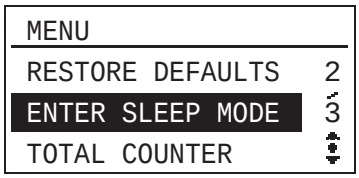
You are finished with the operation in the “MENU” mode. All the functions and settings are restored to the defaults.

■ Entering the sleep mode

Execute “ENTER SLEEP MODE” to make the equipment sleep as follows.

1 Press the [MENU] button to enter the “MENU” mode.

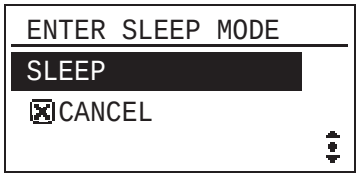
2 Press the ▼ or ▲ button to select “ENTER SLEEP MODE”.



3 Press the [SETTING/OK] button to enter the “ENTER SLEEP MODE” menu.

4 Make sure that “SLEEP” is selected.

If necessary, press the ▼ or ▲ button to select “SLEEP”.



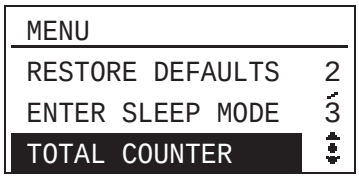
5 Press the [SETTING/OK] button to exit from the menu.
You are finished with the operation in the “MENU” mode. The equipment enters the sleep mode.

■ Displaying the total counter

Execute “TOTAL COUNTER” to see the number of printed or copied pages as follows.

1 Press the [MENU] button to enter the “MENU” mode.

2 Press the ▼ or ▲ button to select “TOTAL COUNTER”.



3 Press the [SETTING/OK] button.
The counter appears on the LCD screen.

4 Check the counter and press the [CLEAR/STOP] or [SETTING/OK] button.
- If you press the [CLEAR/STOP] button, you can immediately exit from the menu. You are finished with the operation at this step.
- If you press the [SETTING/OK] button, you return to the “MENU” layer. Go to the next step.
  The LCD screen below shows an example.

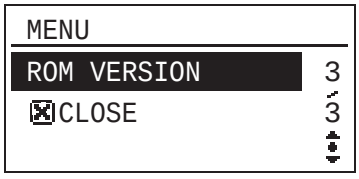
5 Press the ▼ or ▲ button to select [CANCEL] and then press the [SETTING/OK] button to exit from the menu.
You are finished with the operation in the “MENU” mode.

■ Displaying the ROM version

Execute “ROM VERSION” to see the ROM version information as follows.

1 Press the [MENU] button to enter the “MENU” mode.

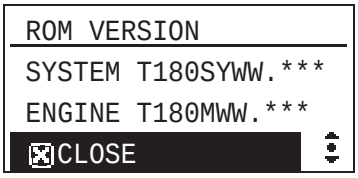
2 Press the ▼ or ▲ button to select “ROM VERSION”.



3 Press the [SETTING/OK] button.
The ROM version information appears on the LCD screen.

4 Check the information and press the [CLEAR/STOP] or [SETTING/OK] button.

- If you press the [CLEAR/STOP] button, you can immediately exit from the menu. You are finished with the operation at this step.
- If you press the [SETTING/OK] button, you return to the “MENU” layer. Go to the next step.
  The LCD screen below shows an example.



5 Press the ▼ or ▲ button to select [CANCEL] and then press the [SETTING/OK] button to exit from the menu.

You are finished with the operation in the “MENU” mode.

6

TROUBLESHOOTING

This chapter describes how to deal with error messages, how to release a paper jam, how to replace a toner cartridge, and how to resolve other troubles.

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Image trouble 154

When This Message Appears

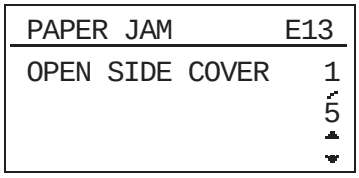
A message appears when a problem occurs on the equipment. Check the items on the list below and take a countermeasure accordingly.

Message	Meaning	Countermeasure
PAPER JAM	This appears when a sheet of copy paper is jammed.	Remove any jammed paper. 📖 P.141 “Paper Jams”
CLOSE ***	This appears when any cover of the equipment indicated by “***” is not securely closed.	Close the cover securely.
DRAWER EMPTY	This appears when the paper in the drawer has run out.	Load paper in the drawer. 📖 P.31 “Loading paper in the drawer”
CALL FOR SERVICE	This appears when the repair or adjustment by your service technician is needed.	Contact your service representative. Give the service technician the error code (consisting of letters and numbers) that appears in the upper right area of the LCD screen. ⚠ **CAUTION** **Never attempt to repair, disassemble or modify the equipment by yourself.** This could cause an electric shock, a fire or serious injury. Contact your service representative when the equipment is in an abnormal condition or any malfunction is found.
TIME FOR MAINTENANCE	This appears when the maintenance by your service technician is needed.	Contact your service representative.
BYPASS EMPTY	Paper set on the bypass tray has run out.	Load paper on the bypass tray. 📖 P.33 “Loading paper on the bypass tray”
TONER NEAR EMPTY	There is only a little toner remaining in the toner cartridge.	There is still a little toner remaining in the toner cartridge. Do not replace the toner cartridge until “TONER EMPTY” appears on the LCD screen. Notes • The message may not appear because the toner remaining in the cartridge does not lie evenly. • When the message appears, it is advisable to purchase a new TOSHIBA-recommended cartridge to prepare for its replacement.
TONER NOT RECOGNIZED	The toner cartridge is not installed correctly.	Install the toner cartridge correctly.
	A toner cartridge not recommended by TOSHIBA is being used.	If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. 📖 P.13 “Recommended toner cartridges”
TONER EMPTY	The toner in the toner cartridge has run out.	Replace the toner cartridge with a new one. 📖 P.146 “Replacing Toner Cartridge”
MEMORY IS FULL PRESS ANY KEY	The built-in memory of the equipment has become full.	Press any button on the control panel. The scanned pages are cancelled.
CLEAR PAPER OUTPUT TRAY PRESS START KEY	Approx. 250 sheets of paper have continuously exited and the equipment stops copying or printing to prevent the paper from overflowing from the tray.	Remove the paper from the receiving tray, and then press the [START] button. Copying or printing resumes. Press the [CLEAR/STOP] button to end the copy or print job. “CANCEL JOB?” appears on the LCD screen. Select “YES”, and then press the [SETTING/OK] button.
CAN NOT USE THIS SIZE	The paper size which cannot be used for the function is selected.	Select [CLOSE] and press the [SETTING/OK] button. If you want to print with a different paper size, press the [MENU] button and select the appropriate paper size for the function. If you want to cancel the print job, press the [CLEAR/STOP] button.

Paper Jams

■ Checking position of paper jams

When a paper jam occurs in the equipment, the operation stops, the Alert lamp blinks on the control panel, and the following message appears on the LCD screen to indicate the positions where the paper is jammed.



Check the error code, remove any paper jam, and then press the [START] button to resume the operation. If you select "AUTO" for "JAM RECOVERY", the equipment can automatically recover from the error after you clear the paper jam.
📖 P.132 “Setting the jam recovery function”

Tip

When a paper jam occurs in the equipment, the procedure to remove the jammed paper appears on the LCD screen. Press the ▲ and ▼ buttons to scroll up and down the procedure.

Error Code	Position of Paper Jam
E01	Inside of the fuser unit (📖 P.144)
E02	
E03	
E40	
E41	
E09	Inside of the transfer unit (📖 P.142)
E13	
E12	Bypass tray (📖 P.142)

■ When paper jams occur frequently

When paper jams occur frequently, they may be due to one of the causes listed below. Check the following items when they occur frequently:

- Paper which is not acceptable for the equipment is used.
  📖 P.30 “Paper types not acceptable”
- The sizes of paper loaded in the drawer or on the bypass tray are not registered into the equipment properly.
  📖 P.38 “Preparation 3 - Registering Loaded Paper”
- More jammed paper is still remaining after the release of a paper jam.
- There is no gap between the side guides and the paper in the drawer, or the gap is too wide.
- The stack height of the paper is exceeding the indicators in the drawer.

■ When releasing jammed paper

Observe the following precautions when you release jammed paper:

Do not tear jammed paper.

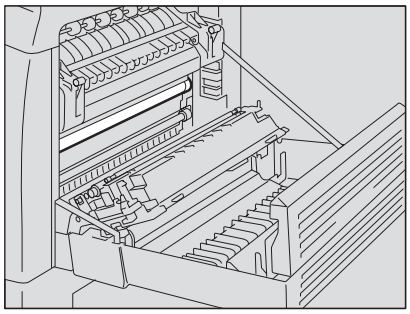
Pull out jammed paper carefully with both hands, trying not to tear it. If you release it forcibly, the jammed paper will be torn and it will make the release difficult. Be sure that any torn parts are not left inside the equipment.

⚠ CAUTION

Do not touch the fuser unit or the metal part around the unit.
When you release paper jammed within the fuser unit, do not touch the fuser unit or the metal part around the unit. If you touch the inside of the equipment, this could cause burns or any injury to your hands.

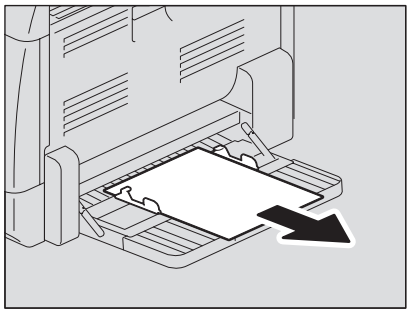
Do not touch the photoconductive drum.

When you release the paper jammed within the transfer unit or the fuser unit, be careful not to touch the photoconductive drum. This could stain the copy images.



■ Paper jams on bypass tray

1 Pull out the paper jammed on the bypass tray.



2 Check beneath the transport guide in the paper feeding area.

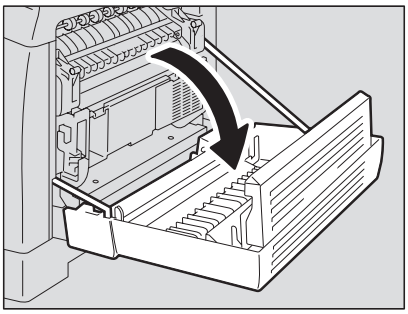
Check if any paper is jammed under the transport guide behind the transfer unit.
📖 P.142 “Paper jam behind transfer unit”

■ Paper jam behind transfer unit

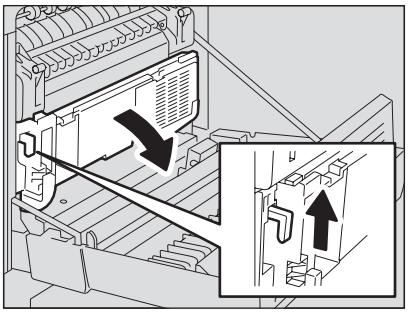
⚠ CAUTION

Be careful not to catch your fingers between the equipment and the side cover.
This could injure you.

1 Open the side cover.



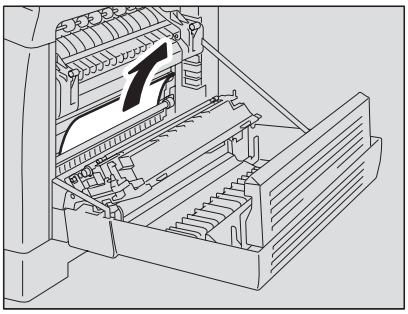
2 Pull the transfer unit toward you carefully to lay it down while holding up the green lever.



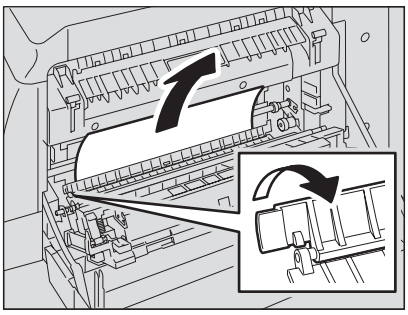
3 Release the jammed paper.

⚠ CAUTION

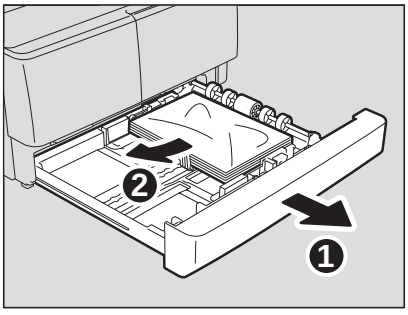
Be sure not to touch the photoconductive drum when releasing the jammed paper.



4 Open the transport guide of the paper feeding area and check if any paper is jammed under this guide. Clear the paper if there is any.



5 If you cannot see the jammed paper or it is difficult to remove, open the drawer and remove it.



6 **Close the drawer.**

7 **Close the transfer unit and the side cover.**

■ Paper jams within fuser unit

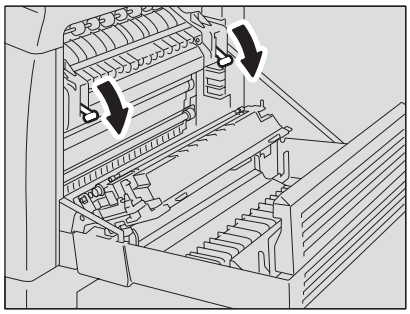
⚠ CAUTION

- **Be careful not to catch your fingers between the equipment and the side cover.**
  This could injure you.
- **Do not touch the fuser unit or the metal part around the unit.**
  If you touch the inside of the equipment, this could cause burns or any injury to your hands.

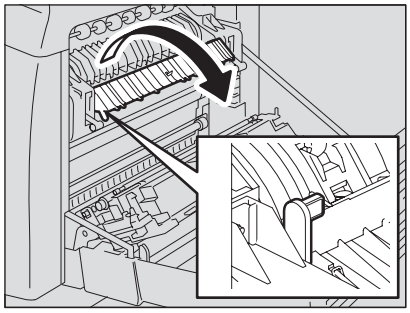
1 **Open the side cover, and then lay down the transfer unit. Then press down the two fuser pressure release levers (green) until they come to a stop.**

Note

Press down the levers fully until they stop.



2 **Open the transport guide while holding the knob.**



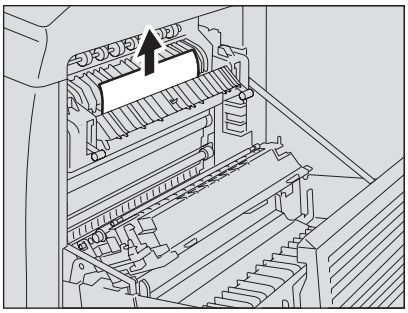
3 Release the jammed paper.

Pull the jammed paper up or down as shown below depending on its position.

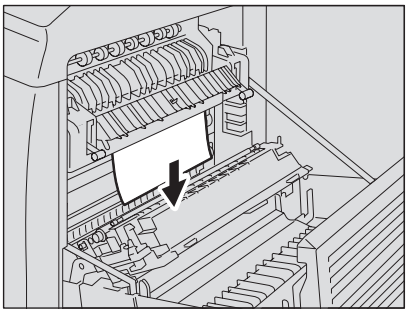
⚠ **CAUTION**

Be sure not to touch the photoconductive drum when releasing the jammed paper.

Pulling it up



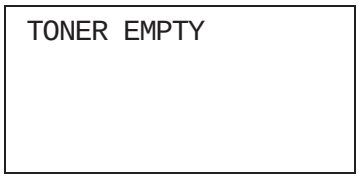
Pulling it down



4 Return the transport guide to its original position, and then close the transfer unit and the side cover.

Replacing Toner Cartridge

When the toner cartridge runs out of toner, the following message appears on the LCD screen and the Alert lamp blinks on the control panel.



Then, replace the cartridge with a new one.

Tip

When the toner cartridge runs out of toner, the procedure to replace the toner cartridge appears on the LCD screen. Press the ▲ and ▼ buttons to scroll up and down the procedure.

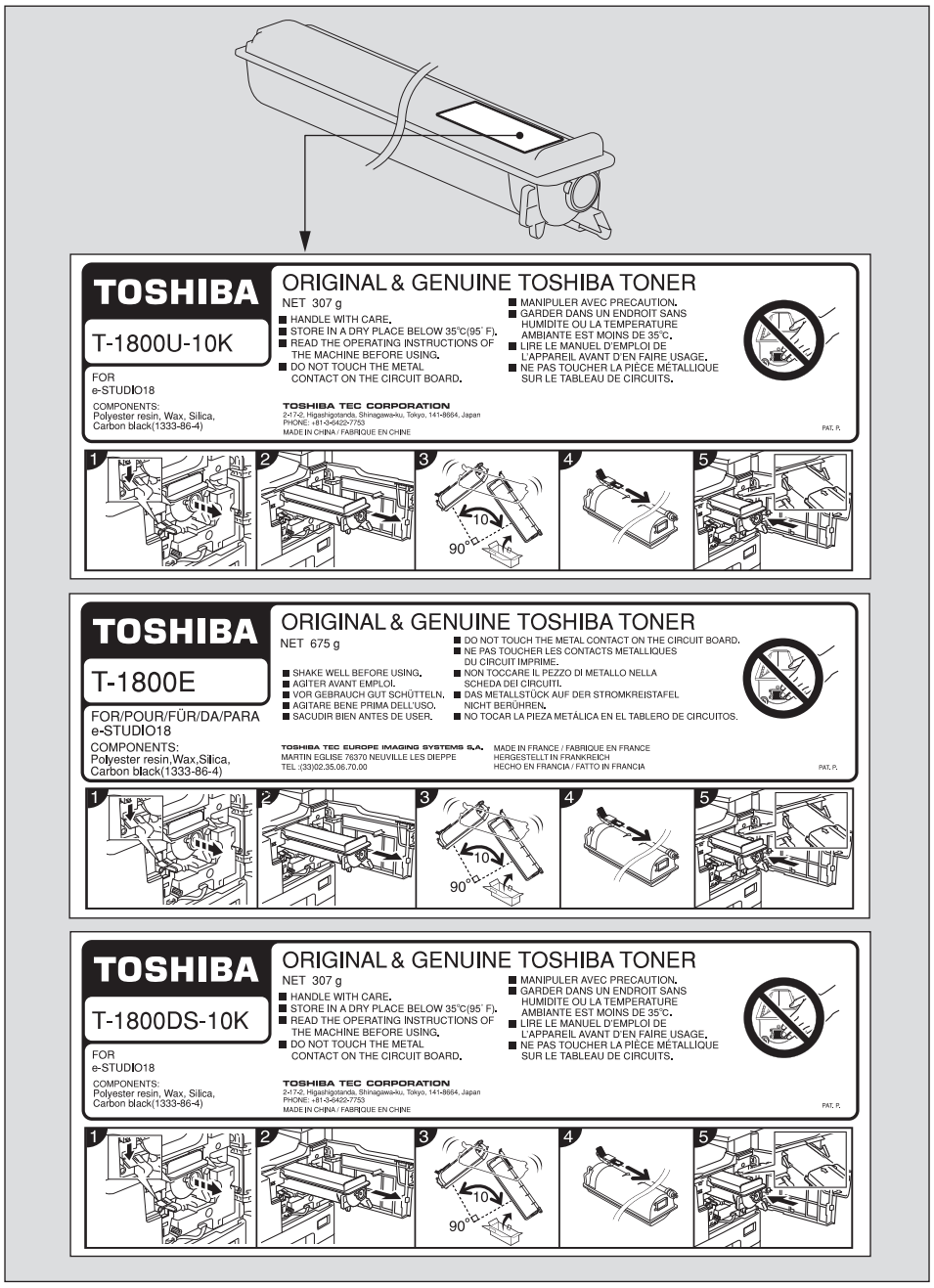
⚠ **WARNING**

Never attempt to incinerate toner cartridges. This could cause an explosion.

Notes

- Before inserting a new toner cartridge, check its product name. If you can see “T-1800”, it is usable.
- Do not dispose of used toner cartridges. Contact your service representative.
- Do not touch the parts on the circuit board mounted on the toner cartridge because they may be damaged.

To assure an optimal printing performance, we recommend that you use only TOSHIBA toner cartridges.

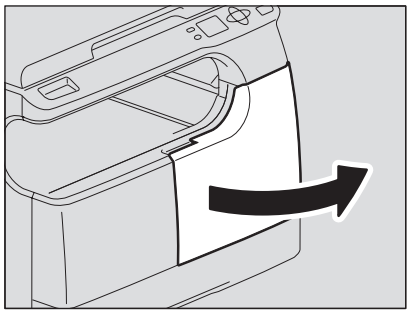

TOSHIBA
T-1800U-10K
ORIGINAL & GENUINE TOSHIBA TONER
NET 307 g
HANDLE WITH CARE.
STORE IN A DRY PLACE BELOW 35°C(95° F).
READ THE OPERATING INSTRUCTIONS OF THE MACHINE BEFORE USING.
DO NOT TOUCH THE METAL CONTACT ON THE CIRCUIT BOARD.
MANIPULER AVEC PRECAUTION.
GARDER DANS UN ENDROIT SANS HUMIDITE OU LA TEMPERATURE AMBIANTE EST MOINS DE 35°C.
LIRE LE MANUEL D'EMPLOI DE L'APPAREIL AVANT D'EN FAIRE USAGE.
NE PAS TOUCHER LA PIÈCE MÉTALLIQUE SUR LE TABLEAU DE CIRCUITS.
FOR
e-STUDIO18
COMPONENTS:
Polyester resin, Wax, Silica,
Carbon black(1333-86-4)
TOSHIBA TEC CORPORATION
2-17-2, Higashigotanda, Shinagawa-ku, Tokyo, 141-8664, Japan
PHONE: +81-3-5422-7753
MADE IN CHINA / FABRIQUE EN CHINE
PAT. P.
TOSHIBA
T-1800E
ORIGINAL & GENUINE TOSHIBA TONER
NET 675 g
DO NOT TOUCH THE METAL CONTACT ON THE CIRCUIT BOARD.
NE PAS TOUCHER LES CONTACTS METALLIQUES DU CIRCUIT IMPRIME.
NON TOCCARE IL PEZZO DI METALLO NELLA SCHEDA DEI CIRCUITI.
DAS METALLSTÜCK AUF DER STROMKREISTAFEL NICHT BERÜHREN.
NO TOCAR LA PIEZA METÁLICA EN EL TABLERO DE CIRCUITOS.
SHAKE WELL BEFORE USING.
AGITER AVANT EMPLOI.
VOR GEBRAUCH GUT SCHÜTTELN.
AGITARE BENE PRIMA DELL'USO.
SACUDIR BIEN ANTES DE USER.
FOR/POUR/FÜR/DA/PARA
e-STUDIO18
COMPONENTS:
Polyester resin,Wax,Silica,
Carbon black(1333-86-4)
TOSHIBA TEC EUROPE IMAGING SYSTEMS S.A.
MARTIN EGLISE 76370 NEUVILLE LES DIEPPE
TEL :(33)02.35.06.70.00
MADE IN FRANCE / FABRIQUE EN FRANCE
HERGESTELLT IN FRANKREICH
HECHO EN FRANCIA / FATTO IN FRANCIA
PAT. P.
TOSHIBA
T-1800DS-10K
ORIGINAL & GENUINE TOSHIBA TONER
NET 307 g
HANDLE WITH CARE.
STORE IN A DRY PLACE BELOW 35°C(95° F).
READ THE OPERATING INSTRUCTIONS OF THE MACHINE BEFORE USING.
DO NOT TOUCH THE METAL CONTACT ON THE CIRCUIT BOARD.
MANIPULER AVEC PRECAUTION.
GARDER DANS UN ENDROIT SANS HUMIDITE OU LA TEMPERATURE AMBIANTE EST MOINS DE 35°C.
LIRE LE MANUEL D'EMPLOI DE L'APPAREIL AVANT D'EN FAIRE USAGE.
NE PAS TOUCHER LA PIÈCE MÉTALLIQUE SUR LE TABLEAU DE CIRCUITS.
FOR
e-STUDIO18
COMPONENTS:
Polyester resin, Wax, Silica,
Carbon black(1333-86-4)
TOSHIBA TEC CORPORATION
2-17-2, Higashigotanda, Shinagawa-ku, Tokyo, 141-8664, Japan
PHONE: +81-3-5422-7753
MADE IN CHINA / FABRIQUE EN CHINE
PAT. P.
1
2
3
4
5
10
90°

Recommended toner cartridges
To assure optimal printing performance, we recommend that you use only genuine TOSHIBA toner cartridges. If you use a TOSHIBA-recommended toner cartridge, you can utilize the following three functions of this equipment:

Cartridge detecting function: This function checks if the toner cartridge is correctly installed and notifies you if it is not.
Toner-remaining check function: This function notifies you when there is little toner remaining in the cartridge, as well as notifying it to your authorized service representative automatically by the remote service.
Image quality optimization function: This function controls image quality according to the characteristics of the toner to be used and enables you to print images of an optimal quality.

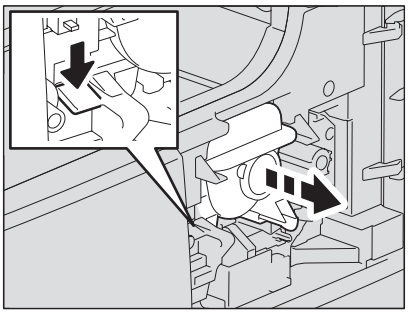
If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. Therefore, even if the toner cartridge is correctly installed, the error message “Toner not recognized” appears on the LCD screen and printing may not be performed. You may also not be able to utilize the image quality optimization function, the toner remaining check function and the remote service function notifying your authorized service representative automatically.
If you are using a toner cartridge other than the one we recommend, toner is not recognized. If this is a problem for you, please contact your service representative. Remember you will not be able to utilize the Toner remaining check function and Image quality optimization function as we mentioned.

1 **Open the front cover.**

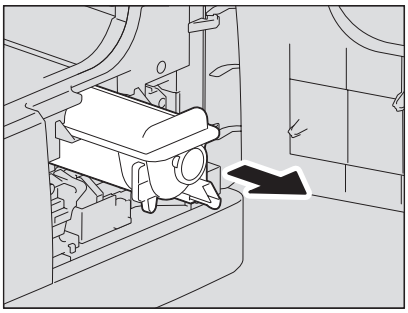


2 **Hold down the green lever.**

The toner cartridge is slightly pushed out.



3 **Pull out the toner cartridge.**



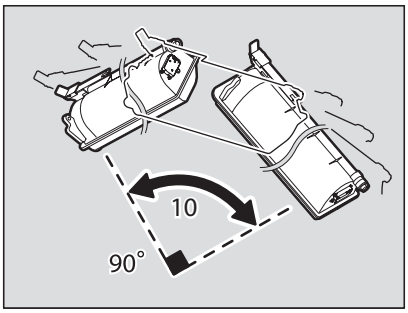
⚠ WARNING

Never attempt to incinerate toner cartridges. This could cause an explosion.

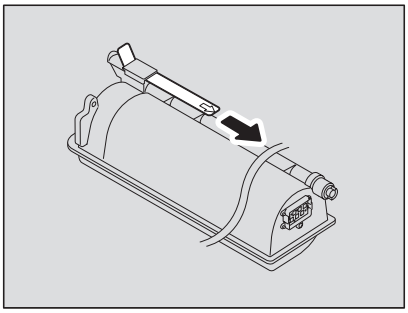
Note

Do not dispose of used toner cartridges. Contact your service representative.

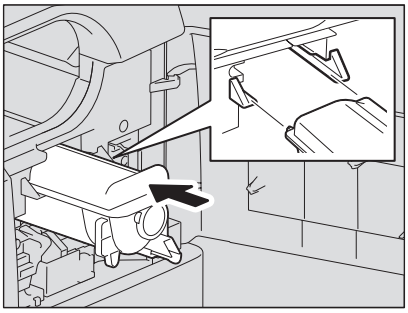
4 **Shake the new toner cartridge strongly with the label surface down to loosen the toner inside.**



5 **Pull out the seal in the direction of the arrow.**



6 **Insert the toner cartridge along the rail.**

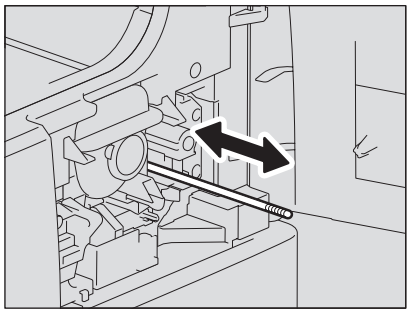


Note

Insert the toner cartridge until you hear a click sound.

7 Clean the charger.

Hold the cleaning knob of the charger and pull it out toward you carefully until it comes to a stop. Then reinsert it in its original position carefully. Repeat this procedure two or three times.

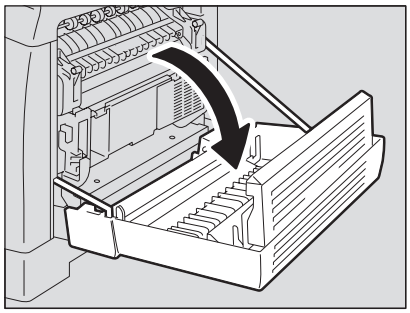


Note

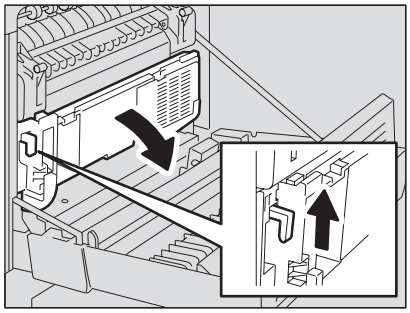
Check if the cleaning knob is fully inserted after cleaning.

After the toner cartridge has been replaced, be sure to clean the transfer charger wire following the procedure below in order to prevent uneven image density.

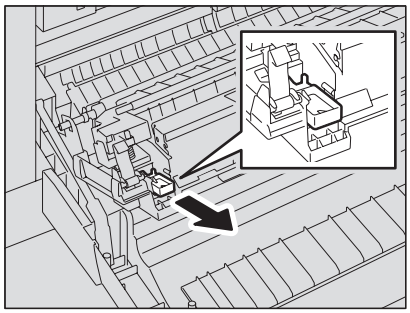
8 Open the side cover.



9 Pull the transfer unit toward you carefully to lay it down while holding up the green lever.

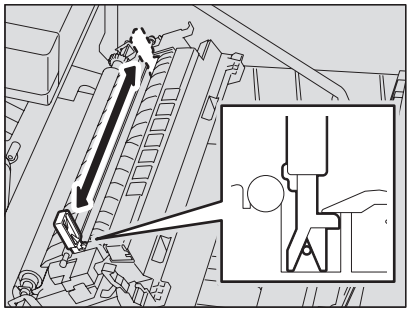


10 Remove the transfer charger cleaner from the front pocket of the transfer unit.

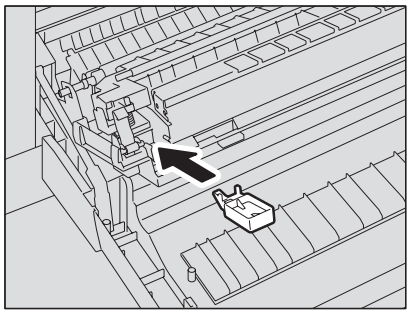


11 Wipe the transfer charger wire with the transfer charger cleaner.

1) Insert the transfer charger cleaner into the front end of the transfer charger.
2) Push the cleaner onto the front wall, and then check if the cleaner pad has contacted with the transfer charger wire.
3) Clean the wire from its front end to the other end in two reciprocating motions.
4) Remove the cleaner from the front end of the transfer charger after cleaning.



12 Return the transfer charger cleaner into the cleaner pocket, and then close the transfer unit.



13 Close the side cover.

14 Close the front cover.

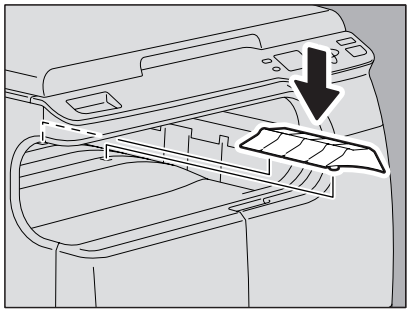
The equipment starts supplying toner.

Installation and Removal of the Exit Support Tray

If the printed sheets are not aligned neatly with each other, install the exit support tray, which comes with this equipment.

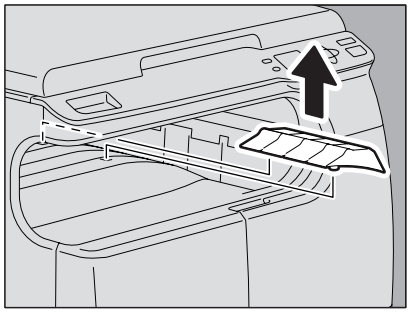
Installing the exit support tray

Install the exit support tray to the receiving tray by fitting the protrusions on the back of the exit support tray into the holes on the receiving tray.



Removing the exit support tray

Lift up the exit support tray and remove it from the receiving tray.



Before Calling Service Technician

When you encounter troubles, check the items listed below.

■ General operation

Phenomenon	Usual cause	Countermeasure
The equipment does not work at all.	The power of the equipment is not turned ON.	Turn ON the power of the equipment.
	The power cable is not plugged in securely.	Plug in the power cable securely.
The button does not respond to my operation.	It has been a short time since the power was turned ON.	Wait for the completion of warm-up and then try again.
The LCD screen is too light/dark.	The contrast of the LCD screen is not adjusted properly.	Adjust the contrast of the LCD screen. 🕮 P.132 “Setting the LCD contrast”
A message is displayed on the LCD screen.	The equipment has detected an error status.	See the meaning of the message referring to the listing below. 🕮 P.140 “When This Message Appears”
“SAVING ENERGY” appears on the LCD screen.	The equipment is in the low power mode.	The equipment enters into the low power mode after a specified time has passed since its last use. Copying is enabled.
The LCD screen is dim.	The equipment is in the sleep mode.	The equipment enters into the sleep mode after a specified time has passed since its last use. For how to cancel this mode, see the following page. 🕮 P.27 “Saving energy when not in use - Energy saving mode -”
Scanning stops before it is finished. (“MEMORY IS FULL PRESS ANY KEY” appears on the LCD screen.)	The built-in memory of the equipment has become full.	Press any button on the control panel. The scanned pages are cancelled.
Copying or printing stops before it is finished. (“CLEAR PAPER OUTPUT TRAY PRESS START KEY.” appears on the LCD screen.)	Approx. 250 sheets of paper have continuously exited and the equipment stops copying or printing to prevent the paper from overflowing from the tray.	Remove the paper from the receiving tray, and then press the [START] button. Copying or printing resumes. Press the [CLEAR/STOP] button to end the copy or print job. “CANCEL JOB?” appears on the LCD screen. Select “YES”, and then press the [SETTING/OK] button.
Copy functions cannot be set.	Some copy functions that cannot be set simultaneously with others have been set.	Some copy functions cannot be set together with others. 🕮 P.165 “Copying Function Combination Matrix”
Even when the equipment is connected with a PC by a USB cable, it is not recognized.	This cable is not certified according to the USB2.0 Hi-Speed.	Use a USB2.0 Hi-Speed certified cable.
	The equipment is connected with a PC via a USB hub.	When the equipment is connected with a PC via a USB hub, it may not be recognized. Connect it with a PC directly by a USB cable.

■ Toner-related items

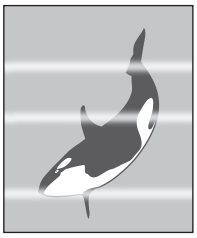
Phenomenon	Usual cause	Countermeasure
“TONER NEAR EMPTY” appears on the LCD screen.	There is only a little toners remaining in the toner cartridge.	There is still some toner in the toner cartridge. Do not replace the toner cartridge until “TONER EMPTY” appears.
“TONER EMPTY” appears on the LCD screen.	The toner in the toner cartridge has run out.	Replace the toner cartridge with a new one.
“TONER NOT RECOGNIZED” appears on the LCD screen.	The toner cartridge is not installed. Or it is not installed correctly.	Install the toner cartridge correctly.
	A toner cartridge not recommended by TOSHIBA is being used.	If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. 🕮 P.13 “Recommended toner cartridges”
“TONER NEAR EMPTY” does not appear on the LCD screen, although toner is nearly empty.	A toner cartridge not recommended by TOSHIBA is being used.	🕮 P.13 “Recommended toner cartridges”
The equipment does not become ready for copying after the toner cartridge is inserted.	The toner cartridge inserted is not usable for this equipment.	Check the product name of the toner cartridge. If you can see “T-1800”, it is usable.

■ Original/Copy paper-related items

Phenomenon	Usual cause	Countermeasure
Copy paper jams.	Copy paper not acceptable for the equipment is being used.	Check if the copy paper is acceptable for the equipment. 🕮 P.30 “Paper types not acceptable”
	The size of the copy paper in the drawer or on the bypass tray is not registered properly in the equipment.	Register the size of the loaded paper properly. 🕮 P.38 “Registering the size of paper loaded in the drawer” 🕮 P.39 “Registering the size and type of paper loaded on the bypass tray”
	Jammed paper is located in a place you cannot see easily.	See the message on the LCD screen to recheck the position where the paper jam has occurred. 🕮 P.141 “Paper Jams”
	There is no gap between the side guides and paper in the drawer. Or the gap is too wide.	Adjust the gap between the side guides and the paper properly. 🕮 P.31 “Loading paper in the drawer”
Multiple feeding occurs.	Sheets of paper clinging to each other.	Fan the paper well and place it again.

■ Image trouble

Phenomenon	Usual cause	Countermeasure
The density of the copy image is light.	Toner has run out.	“TONER EMPTY” appears on the LCD screen when toner has run out. Replace the toner cartridge if the message appears. 🕮 P.146 “Replacing Toner Cartridge”
	The copy density is set lighter.	Make the density darker if you use the manual copy density mode. Or use the automatic copy density mode.
	The transfer charger wire is dirty.	Clean the transfer charger wire. 🕮 P.159 “Cleaning transfer charger”
The density of the copy image is dark.	The copy density is set darker.	Make the density lighter if you use the manual copy density mode. Or use the automatic copy density mode.
The copied image is stained.	The platen cover is not lowered fully.	Lower it fully to block outside light.
	The original glass or platen sheet is dirty.	Clean them. 🕮 P.158 “Regular Cleaning”
	The copy density is set darker.	Make the density lighter if you use the manual copy density mode. Or use the automatic copy density mode.
	Highly transparent originals such as OHP films or tracing paper are used.	Place a blank sheet of paper, the same size as the original or larger, over the original.
The copy image is fogged. 	There is a slight gap between the original glass and the original.	Lower the platen cover fully so that the original will contact with the original glass.
	The copy paper is damp.	Replace with dry copy paper.
The density level of the copy image is uneven in a horizontal direction. 	The transfer charger wire is dirty.	Clean the transfer charger wire. 🕮 P.159 “Cleaning transfer charger”

Phenomenon	Usual cause	Countermeasure
The copy image is partially missing.	The size or direction of the copy paper and the original, or the reproduction ratio is not set properly.	Use copy paper of the same size as the original or set the reproduction ratio suitable to the copy paper size.
	The margin for binding is too wide.	Adjust the image shift value again. 📖 P.79 “Shifting the pages to the right or left”
The copy image has black streaks in a horizontal direction. 	The charger is dirty.	Clean the charger. 📖 P.158 “Cleaning charger”
The copy image has white streaks in a horizontal direction. 	The transfer charger wire is dirty.	Clean the transfer charger wire. 📖 P.159 “Cleaning transfer charger”

7

MAINTENANCE AND INSPECTION

This chapter describes how to clean this equipment to ensure you the best possible performance.

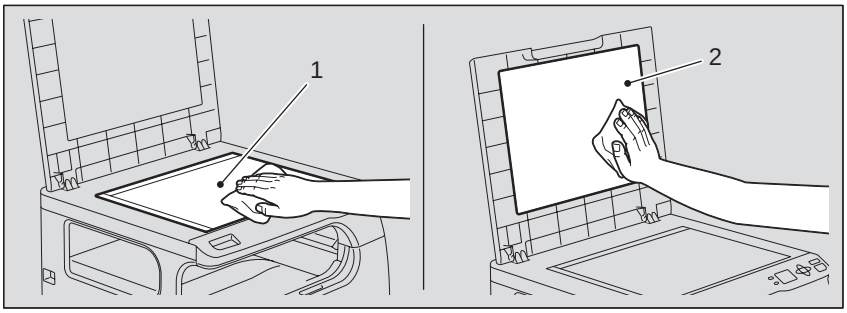
Regular Cleaning 158
Cleaning charger 158
Cleaning transfer charger 159

Regular Cleaning

We recommend you to clean the following items weekly, so that the originals can be scanned in unsoiled conditions. Be careful not to scratch the parts that you are cleaning.

Notes

- Be careful not to scratch the portions in cleaning.
- When cleaning the surface of the equipment, do not use such organic solvents as thinner or benzine.
  - This could warp the shape of the surface or leave it discolored.
- When using a chemical cleaning pad to clean it, follow the instruction.



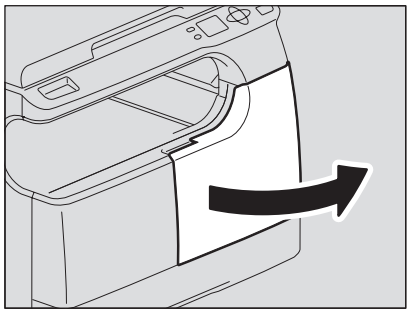
1. **Original glass**
   Wipe it with a soft dry cloth. If there are still stains remaining, wipe it clean with a piece of soft cloth which has been moistened with water and then squeezed well.
   Do not use liquids other than water (such as alcohol, organic solvents or neutral detergent).

2. **Platen sheet**
   Clean the surface as follows depending on the staining.
   - Clean it with a soft cloth.
   - Clean it with a soft cloth lightly moistened with water.
   - Clean it with a soft cloth lightly moistened with alcohol, and then wipe it with a dry cloth.
   - Clean it with a soft cloth lightly moistened with watered-down neutral detergent, and then wipe it with a dry cloth.

■ Cleaning charger

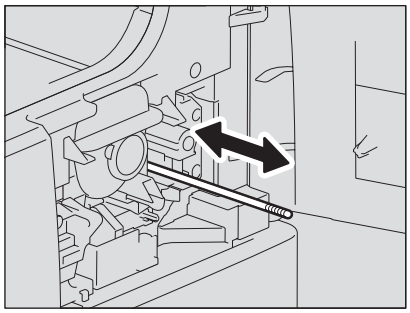
If the inside of the charger is dirty, staining may appear on the copied image. Clean the charger following the procedure below.

1 Open the front cover.



2 Clean the charger.

Hold the cleaning knob of the charger and pull it out toward you carefully until it comes to a stop. Then reinsert it in its original position carefully. Repeat this procedure two or three times.



Note

Check if the cleaning knob is fully inserted after cleaning.

3 Close the front cover.

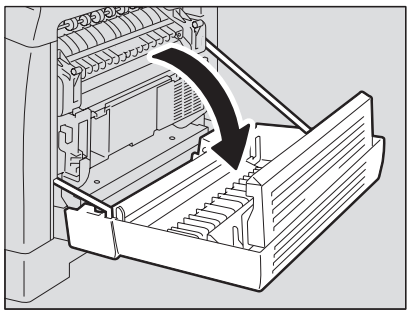
■ Cleaning transfer charger

When the transfer charger wire is dirty, white steaks or unevenness of the density may appear on copied images, or the density of the whole image may be lowered. Clean the transfer charger wire as follows.

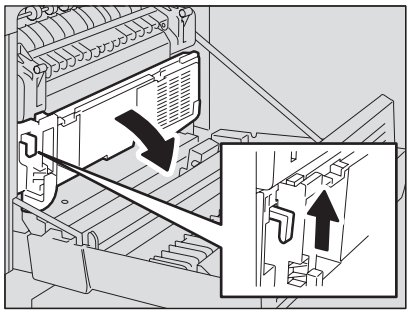
⚠ CAUTION

Be careful not to let your fingers be caught between the equipment and the side cover.
This could injure you.

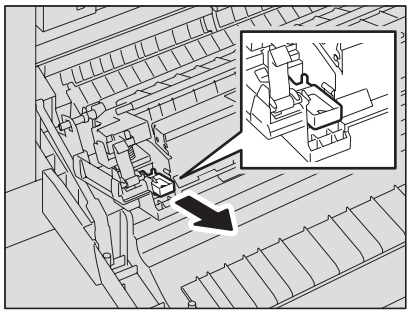
1 Open the side cover.



2 Pull the transfer unit toward you carefully to lay it down while holding up the green lever.

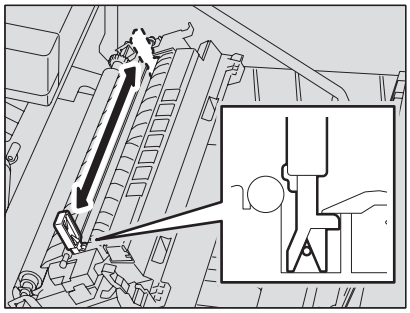


3 **Remove the transfer charger cleaner from the front pocket of the transfer unit.**

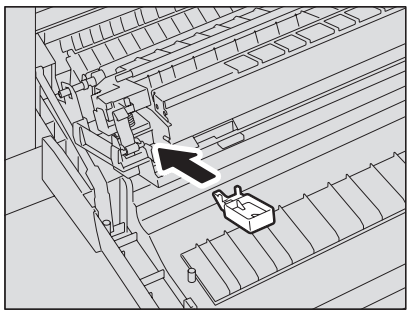


4 **Wipe the transfer charger wire with the transfer charger cleaner.**

1) Insert the transfer charger cleaner into the front end of the transfer charger.
2) Push the cleaner onto the front wall, and then check if the cleaner pad has contacted with the transfer charger wire.
3) Clean the wire from its front end to the other end in two reciprocating motions.
4) Remove the cleaner from the front end of the transfer charger after cleaning.



5 **Return the transfer charger cleaner into the cleaner pocket, and then close the transfer unit.**



6 **Close the side cover.**

8

SPECIFICATIONS

e-STUDIO18 Specifications 162
Continuous copying speed 163
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Copying Function Combination Matrix 165
Combination Matrix 165

e-STUDIO18 Specifications

Model name		DP-1800
Type		Desktop type
Original glass		Fixed
Printing (copying) system		Indirect electrophotographic method
Developing system		2-component magnetic brush developing
Fusing method		2 halogen lamps
Photosensor type		OPC
Original scanning system		Flat surface scanning system
Original scanning sensor		Linear CIS sensor
Scanning light source		LED
Resolution	Scanning	600 dpi x 600 dpi
	Writing	600 dpi x 600 dpi
Acceptable originals		Sheets, books and 3-dimensional objects
Acceptable original size		Max. A3 or LD
Acceptable copy paper size	Drawer	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 13”LG*1, 8K, 16K, 16K-R
	Bypass	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13”LG*1, 8K, 16K, 16K-R, COM10, MONARCH, DL, YOU-4, CHO-3
Acceptable copy paper weight	Drawer	64 - 80 g/m^2 (17 - 20 lb. Bond)
	Bypass	64 - 80 g/m^2 (17 - 20 lb. Bond) : for continuous feed 50 - 163 g/m^2 (13 lb. Bond - 90 lb. Index) : for single feed
Warm-up time		Approx. 25 seconds
First copy time (A4 or LT portrait)		LT: Approx. 7.4 seconds A4: Approx. 7.3 seconds
Continuous copy speed		See 🕮 P.163 “Continuous copying speed”
Multiple copying		Up to 99 copies
Excluded image width	Copy	Leading edge: 3.0±2.0 mm (0.12”±0.08”) Trailing edge: 2.0±2.0 mm (0.08”±0.08”) Both edges: 2.0±2.0 mm (0.08”±0.08”)
	Printer	Leading edge: 3.0±2.0 mm (0.12”±0.08”) Trailing edge: 2.0±2.0 mm (0.08”±0.08”) Both edges: 2.0±2.0 mm (0.08”±0.08”)
Reproduction ratio	Actual size	100±0.5%
	Zoom	25 - 400% (in 1% increments)
Storage capacity		Max. 250 sheets or until the memory is full (TOSHIBA’s own chart)
Paper supply	Drawer	250 sheets (80 g/m^2, 20 lb. Bond)
	Bypass	100 sheets (80 g/m^2, 20 lb. Bond)
Loading capacity for the receiving tray		Approx. 250 sheets (64 g/m^2, 17 lb. Bond)
Toner density adjustment		Magnetic auto-toner system
Exposure control		Automatic plus manual selection from 9 exposure steps
Memory		Page memory: 64 MB
USB interface		USB2.0 (Hi-Speed)
Environment (for normal use)		Temperature: 10 º - 30 ºC, Humidity: 20 - 85% (No condensation)
Power requirements and Power consumption (including optional equipment)		AC 220-240 V±10%, 3.7 A (50-60 Hz): 1.0 kW or less AC 120 V±10%, 7.8 A (60 Hz): 1.0 kW or less AC 127 V±10%, 7.8 A (50-60 Hz): 1.0 kW or less (for Saudi Arabia 100 V version only)
Dimensions (equipment only)		600 mm (23.6”) (W) x 578 mm (22.8”) (D) x 451 mm (17.8”) (H)
Weight (including equipment and drum)		Europe and China: Approx. 30 kg (66.1 lb.) North America and Other: Approx. 29 kg (63.9 lb.)
Space occupied (equipment only)		948 mm (37.3”) (W) x 643 mm (25.3”) (D)

*1 13”LG size paper can be used only in equipment for the EU and North America.

- These specifications vary depending on the copying conditions and the environment.
- Specifications and appearance are subject to change without notice in the interest of product improvement.

■ Continuous copying speed

sheets/min.

Paper size	Feeder	Copying speed
A4, B5, LT	Drawer	18
	Bypass tray	16
A4-R, B5-R, LT-R	Drawer	15.5
	Bypass tray	15.5
A5-R, ST-R	Drawer	– *2
	Bypass tray	16
B4, FOLIO, LG, COMP, 13”LG*1	Drawer	13
	Bypass tray	13
A3, LD	Drawer	11
	Bypass tray	11

*1 13"LG size paper can be used only in equipment for the EU and North America.
*2 A5-R and ST-R can be placed only on the bypass tray.

- The values above are measured when originals are set on the original glass, 100% and nonsort multiple copies are made.
- TOSHIBA-recommended paper is used for the values of the specifications above.
- The bypass copying speed is as listed above when specifying the paper size.
- This specification varies depending on the copying conditions and the environment.

Packing List

Packing list	Safety Information
	Quick Guide
	Power cable
	Set-up report
	CD-ROM
	Exit support tray

Copying Function Combination Matrix

■ Combination Matrix

First setting \ Next setting		Finishing			Image shift	Edge erase	Paper type	Dual page	2in1/4in1	ID Card	Job memory	Zoom
		Non-Sort	Sort	Rotate Sort								
Finishing	Non-Sort		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Sort	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Rotate Sort	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Image shift		Yes	Yes	Yes		Yes	Yes	No	No	Yes	Yes	Yes
Edge erase		Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes
Paper type		Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes
Dual page		Yes	Yes	Yes	No	Yes	Yes		No	No	Yes	Yes
2in1/4in1		Yes	Yes	Yes	No	Yes	Yes	No		No	Yes	No
ID card		Yes	Yes	Yes	Yes	Yes	Yes	No	No		Yes	No
Job memory		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes
Zoom		Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	

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MULTIFUNCTIONAL DIGITAL SYSTEMS

User's Guide

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QUALITY SERVICE

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